

AGREEMENT NO. ___ - ___
(Agreement for Janitorial Services)

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of October 2025, by and between the County of Yolo, a political subdivision of the State of California (“County”), and UBM Enterprise, Inc., a Texas Stock Corporation authorized to do business in California (“Contractor”).

W I T N E S S E T H

WHEREAS, the County desires to obtain janitorial services for designated County buildings and grounds; and

WHEREAS, the County circulated and distributed a Request for Proposals for Janitorial Services at County facilities (Countywide); and

WHEREAS, the Contractor submitted a proposal to provide such janitorial services an excerpt of which is attached as Exhibit B; and

WHEREAS, Contractor has represented and warrants to the County that it has the necessary training, experience, expertise and competency to provide the services, goods and materials that are described in this Agreement, at a cost to the County as herein specified; that it will be able to perform the herein described services at minimum cost to the County by virtue of its current and specialized knowledge of relevant data, issues, and conditions; and

WHEREAS, Contractor represents and warrants that neither Contractor, nor any of its officers, agents, employees, contractors, subcontractors, volunteers, or five percent owners, is excluded or debarred from participating in or being paid for participation in any Federal or State program; and

WHEREAS, Contractor further represents and warrants that no conditions or events now exist which give rise to Contractor or any of its officers, agents, employees, contractors, subcontractors, volunteers or five percent owners being excluded or debarred from any Federal or State program; and

WHEREAS, Contractor understands that the County is relying upon these representations in entering into this Agreement.

NOW, THEREFORE, the County and the Contractor agree as follows:

I. BASIC SERVICES

A. Contractor shall furnish and perform the janitorial services in accordance with Exhibits A-D, and in a manner satisfactory to the Director of General Services or his/her written designee (“Director”).

B. More specifically, the Contractor shall provide the full range of janitorial services at the County facilities identified with the focus on: (a) the Tasks set forth in Exhibit A; (b) the Performance Standards set forth in Exhibit B, and all in accordance with Exhibits A-D. Contractor will provide all equipment, personnel, labor and materials necessary to provide the foregoing services in accordance with this Agreement.

C. The complete Agreement shall include the following Exhibits attached hereto and incorporated herein:

Exhibit A	Task Sheets
Exhibit B	Proposal Questionnaire Response
Exhibit C	Performance Standards
Exhibit D	Cost Proposal
Exhibit E	HIPAA Compliance

In the event of any conflict between any of the provisions of this Agreement (including Exhibits), the provision that requires the highest level of performance from Contractor for the County's benefit shall prevail.

D. Contractor shall comply with all applicable provisions of the State contract(s), and those provisions are incorporated herein as if fully set forth in this place.

E. Contractor shall also comply with the terms and conditions set forth in the County's Accounting Handbook for CBOs and Contract Administration Manual for CBOs (copies of which have previously been provided to Contractor).

F. The Director may approve modifications of the term, scheduling, billing rates, and allocation of funds between the tasks and subtasks (if any) set forth above, provided that there is no increase in the total compensation as set forth in Paragraph III of this Agreement.

II. ADDITIONAL SERVICES

The following services, insofar as they do not fall within the scope of the basic services required of Contractor under Paragraph I hereinabove and cause the Contractor extra expenses, and if authorized in advance in writing by the Director, shall also be provided by Contractor:

A. The County may also require the Contractor to provide periodic janitorial services unrelated to the scheduled services. These requests will be made to the Contractor in writing, and added to the Contractor's schedule and performed, only when requested by an authorized representative of the County, Contractor shall be paid for these services according to the hourly rates identified in Exhibit D (Part 2).

B. Additional work that is directly related to the services set forth in Paragraph I above and requested in writing by the Director.

III. COMPENSATION AND REIMBURSEMENT OF EXPENSES

A. For the services described in Paragraph I above, and subject to the condition that the services have been completed in a manner satisfactory to the Director or his/her designee, Contractor shall be compensated as follows, consistent with Exhibit D (Part 1 – Regular Services):

October 1, 2025 through June 30, 2026: \$827,241.46

July 1, 2026 through June 30, 2027: \$1,051,480.56

July 1, 2027 through June 30, 2028: \$1,051,480.56

Provided, however, that the total amount of compensation to be paid to Contractor for the services required by this Agreement shall not exceed \$2,930,202.58. In the determination of hourly fees, time allotments shall be calculated to one-tenth of an hour.

B. For the services described in Paragraph II above (Additional Services), County shall compensate Contractor at the rates established in Exhibit D (Part 2); provided, however, that the total amount of any such compensation for Additional Services shall not exceed an additional \$51,508.05 dollar above the maximum amount in Paragraph III.A. In the determination of hourly fees, time allotments shall be calculated to one-tenth of an hour.

D. Contractor shall not be entitled to reimbursement for any expenses except as specifically set forth in Exhibit D.

IV. METHOD OF PAYMENT

A. Contractor shall submit a monthly invoice detailing the services provided the previous month, the person(s) providing the service, the amount of time spent by each person providing the service calculated to the one-tenth of an hour, the rate per hour charged for each person providing service, and an itemization of the actual expenses for which reimbursement is requested. Any claim for additional services pursuant to Paragraph II shall also include a copy of the Director's written approval in advance of such services being provided. If requested by the County, Contractor shall provide any further documentation to verify the compensation and reimbursement sought by Contractor.

B. Within fifteen (15) calendar days of the receipt of Contractor's detailed invoice, the Director shall either authorize payment or advise Contractor in writing of any concerns that the Director has with the invoice and any need for further documentation.

C. Within thirty (30) calendar days of the Director's authorization for payment of an invoice, the County Auditor-Controller shall either issue the payment or advise Contractor

in writing of any concerns that the County Auditor-Controller has with the request and any need for further documentation.

V. REPORTS

A. Contractor shall provide such reports as are required elsewhere by this Agreement, and such additional information and reports relating to the services otherwise required by this Agreement as are reasonably requested by the Director, as the times and in the manner specified by this Agreement, or by the Director if not so specified. Any other provision of this Agreement notwithstanding, should Contractor fail to provide any report required by this Agreement in a timely manner and as otherwise set forth in this Agreement, County may withhold any payments otherwise due Contractor pursuant to this Agreement, and any other agreement between Contractor and County, until such report is properly submitted as determined by the Director.

B. County shall provide Contractor with all information pertinent to the services required of Contractor by this Agreement which is requested by Contractor and which is within County's possession. No charge will be made for these materials.

VI. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS

All professional and technical documents and information developed under this Agreement, and all work products, including writings, work sheets, reports, and related data, materials, copyrights and all other rights and interests therein, shall become the property of the County, and Contractor agrees to deliver and assign the foregoing to the County, upon completion of the services hereunder or upon any earlier termination of this Agreement. Contractor assigns the work products, as and when the same shall arise, for the full terms of protection available throughout the world. In addition, basic data prepared or obtained under this Agreement shall be made available to the County without restriction or limitation on their use.

No additional charge will be made for any of the foregoing.

VII. RECORDS; ACCESS, RETENTION

Contractor shall retain and make available for review by the County and its designees all records, documents, and general correspondence relating to this Agreement and the services required hereunder for a period of not less than five (5) years after receipt of final payment or until all pending audits and proceedings are completed, whichever is later. Contractor shall make such records available for inspection and copying by the County and its designees at any reasonable time. At least thirty (30) calendar days prior to any destruction of these records following the four years, Contractor shall notify the Director. Upon such notification, the Director shall either agree to the destruction or authorize the records to be forwarded to the County for further retention.

VIII. DISPUTES

Any dispute arising under this Agreement shall be decided by the County Administrative Officer who shall put his or her decision in writing and mail a copy thereof to the address for the notice to Contractor. The decision of the County Administrative Officer shall be final unless, within thirty (30) days from the date such copy is mailed to Contractor, Contractor appeals the decision in writing to the County Board of Supervisors. Any such written appeal shall detail the reasons for the appeal and contain copies of all documentation supporting Contractor's position. In connection with any appeal proceeding under this paragraph, Contractor shall be afforded the opportunity to be heard and offer evidence in support of its appeal to the County Board of Supervisors at a regular Board meeting. Pending a final decision of the dispute, Contractor shall proceed diligently with the performance of this Agreement and in accordance with the County Administrative Officer's decision. The decision of the County Board of Supervisors on the appeal shall be final for purposes of exhaustion of administrative remedies.

IX. TERM AND TERMINATION

A. The term of this Agreement shall be from October 1, 2025 through June 30, 2028 unless sooner terminated as hereinafter provided. The County shall have the option(s) to extend this Agreement for up to two additional one year periods. The Director may exercise either option by giving Contractor written notice thereof thirty days prior to the termination date of the term in existence at that time. The compensation rates for the option period(s) shall be as set forth in Paragraph III, unless a written amendment is agreed to by the parties. In addition, if the parties have not entered into a new contract prior to expiration of this Agreement, the County may extend this Agreement on a month-to-month basis payable on a pro-rata monthly basis of the then-current compensation amount. These monthly extensions shall not extend the contract beyond six months past the expiration date of this Agreement.

B. Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the defaulting party of such default in writing and provide not less than thirty (30) days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said thirty day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not less than fifteen (15) days advance written notice. In the event of such termination based upon Contractor default, the County reserves the right to purchase or obtain the supplies or services elsewhere, and Contractor shall be liable for the difference between the prices set forth herein and the actual cost thereof to the County. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.

C. This Agreement is subject to the County, the State of California and the United States appropriating and approving sufficient funds for the activities required of the Contractor pursuant to this Agreement. If the County's adopted budget and/or its receipts

from the State of California and the United States do not contain sufficient funds for this Agreement, the County may terminate this Agreement by giving ten (10) days advance written notice thereof to the Contractor, in which event the County shall have no obligation to pay the Contractor any further funds or provide other consideration and the Contractor shall have no obligation to provide any further services pursuant this Agreement. If the County terminates the Agreement pursuant to this subparagraph, the County will pay Contractor in accordance with this Agreement for all services performed to the satisfaction of the Director before such termination and for which funds have appropriated as required by law.

D. This Agreement may be terminated for any reason by either party at any time during its term, by giving 30 days' written notice to the other party.

E. If Contractor, or any of its officers, agents, employees, contractors, subcontractors, volunteers or five percent owners, becomes excluded, debarred or suspended from participation in Federally or State funded programs, the County may terminate this Agreement by giving ten (10) days advance written notice thereof to the Contractor.

F. Upon termination of this Agreement or suspension of work by either County or Contractor, Contractor shall furnish to County all documents and drawings prepared under this Agreement, whether complete or incomplete. In the event of termination for any reason, reproducible copies of all finished or unfinished documents, drawings, maps, models, photographs, and reports prepared by Contractor shall become the sole and exclusive property of Yolo County and Contractor shall be entitled to receive compensation for any work completed on such documents and other materials determined by the Director to be of satisfactory quality and within the terms and conditions of this Agreement. All creative work undertaken by Contractor such as sketches, copy, dummies and all preparatory work for which Contractor is not compensated by the County shall remain the sole and exclusive property of the Contractor.

G. During and following the term of this Agreement, Contractor shall not use, distribute or otherwise circulate any of the materials developed pursuant to this Agreement and for which Contractor was compensated by the County without the express written permission of the Director.

X. APPLICABLE LAWS

A. In the performance of the services required by this Agreement, Contractor shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws. This Agreement is also subject to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government.

B. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a

California State court located in Woodland, California. Contractor waives any removal rights it might have under State or Federal law.

XI. NON-DISCRIMINATION IN SERVICES AND BENEFITS

Contractor certifies that any service provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability in accordance with all applicable Federal, State and County laws and regulations and any administrative directives established by the County Board of Supervisors or the County Administrative Officer. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability include but are not limited to the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services.

XII. CONTRACTOR'S RESPONSIBILITIES

A. Contractor shall exercise all of the care and judgment consistent with good practices in the performance of the services required by this Agreement.

B. With the exception that this section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted under the public policy of the State of California, Contractor shall indemnify, defend and hold harmless the County of Yolo, officers, agents, employees and volunteers from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorney fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Contractor and/or Subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

C. All subcontractors must further agree to be bound to the Contractor and the County of Yolo in the same manner and to the same extent as Contractor is bound to the County of Yolo under the Agreement. Subcontractor further agrees to include the same requirements and provisions of this agreement, including the indemnity and Insurance requirements, with any Sub-subcontractor to the extent they apply to the scope of the

Sub-subcontractor's work. A copy of the County of Yolo Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request.

In providing any defense under this Paragraph, Contractor shall use counsel reasonably acceptable to the County Counsel.

XIII. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

A. During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.

1. Minimum Coverages (as applicable). Insurance coverage shall be with limits not less than the following:

[note: the following limits need to be reviewed based upon the scope of services, nature of the contractor, etc.; please review with Risk Management]

- a. **Comprehensive General Liability** – \$2,000,000/occurrence and \$4,000,000/aggregate
- b. **Automobile Liability** – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) (include coverage for Hired and Non-owned vehicles)
- c. **Professional Liability/Malpractice/Errors and Omissions** – \$2,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)
- d. **Workers' Compensation** – Statutory Limits/**Employers' Liability** - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverages. It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

- a. The Additional Insured coverage under the Contractor's policy shall be "primary and non-contributory" and will not seek contribution from the County's insurance or self insurance and shall be at least as broad as CG 20 01 04 13.

b. The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County's own Insurance or self insurance shall be called upon to protect it as a named insured.

3. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Contractor changes insurance carriers Contractor shall purchase "tail" coverage covering the term of this Agreement and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Contractor changes to a new carrier prior to receipt of any payments due.

4. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the County's Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.

5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.

6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).

7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.

8. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.

9. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in

excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

10. The Contractor shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.

- B.** Prior to commencing services pursuant to this Agreement, Contractor shall furnish the County with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.
- C.** During the term of this Agreement, Contractor shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
- D.** Contractor agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and the County of Yolo in the same manner and to the same extent as Contractor is bound to the County of Yolo under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The Contractor shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and Contractor will provide proof of compliance to the County of Yolo.
- E.** Contractor shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event contractor fails to obtain or maintain completed operations coverage as required by this agreement, the County at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

XIV. WORKERS' COMPENSATION

Contractor shall provide workers' compensation coverage as required by State law, and prior to commencing services pursuant to this Agreement shall file the following statement with the County in a form substantially as set forth below.

WORKERS' COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing any services required by this Agreement.

The person executing this certificate on behalf of Contractor affirmatively represents that she/he has the requisite legal authority to do so on behalf of Contractor, both the person executing this Agreement on behalf of Contractor and Contractor understand that the County is relying on this representation in entering into this Agreement.

XV. NOTICE

A. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of County and Contractor at their respective addresses as follows:

Contractor: UBM Enterprise
Attn: Jae Song, Chief Regional Officer
11102 Ables Lane
Dallas, Texas 75229
(972)243-5273

County: Yolo County General Services Department
Attn: Ryan Pistochini, Director of General Services
120 W. Main Street, Suite C
Woodland, CA 95695

B. In lieu of written notice to the above addresses, any party may provide notices through the use of facsimile machines provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers are used:

Contractor: (972) 243-5273

County: (530) 666-8888

C. Any party may change the address or facsimile number to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

D. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

XVI. CONFLICT OF INTEREST

A. Contractor shall comply with the laws and regulations of the State of California and County regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.

B. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Contractor's obligations and responsibilities hereunder. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until Contractor completes performance of the services required of it under this Agreement.

C. Contractor agrees that if any fact comes to its attention that raises any question as to the applicability of any conflict of interest law or regulation, Contractor will immediately inform the County and provide all information needed for resolution of the question.

XVII. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working for Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this agreement. For breach or violation of this warranty, the County shall have the right to annul this agreement without liability, or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

XVIII. AUDITS

A. Contractor shall be subject to examination and audit by the State or the County, or both, throughout the term of this Agreement and thereafter for a period of three years from the date that final payment is made pursuant to this Agreement. This does not preclude access to records by County, State, the Comptroller General of the United States, or any of

their authorized representatives, as otherwise provided by this Agreement, the State contract, or State or Federal laws and regulations. Contractor agrees that County and/or State has the right to review, obtain, and copy all records pertaining to the performance of this Agreement, and agrees to provide County and/or State with any and all relevant information requested.

B. Any and all books, records, and facilities maintained by Contractor related to services provided under this Agreement may be audited, inspected and copied at any time during normal business hours. Unannounced visits may be made at the discretion of the County or State. Employees who might reasonably have information related to such records may be interviewed. All expenditures of State and federal funds furnished to Contractor pursuant to this Agreement are subject to audit by County, State and/or Federal representatives. Such audits shall consider and build upon external independent audits performed pursuant to audit requirements of the Office of Management and Budget (OMB) Circular A-133 as described in Paragraph C below.

C. Should Contractor expend \$500,000 or more in Federal funds during any fiscal year, Contractor shall furnish County a certified copy of an Audit Report from an independent CPA firm covering the Contractor's preceding fiscal year of January 1 through December 31. This Audit shall be performed in accordance with OMB Circular A-133 and conducted in accordance with generally accepted government auditing standards as described in Government Auditing Standards (1994 Revision), and provided in a form satisfactory to the Director.

Contractor shall provide this Audit Report no later than July 31 of each year. In the event that this Agreement expires or is terminated on a date other than December 31, Contractor shall provide County such an Audit Report covering the preceding period of January 1 through the date of expiration or termination no later than July 31 after the date of expiration or termination. Contractor shall ensure that audit work papers supporting the report are retained for a period of three (3) years from the date of the audit report, and longer if notified by the State or County to extend the retention period, and are made available to the State and/or County upon request.

D. Should an Audit Report or any State or County audit determine that Contractor has misspent funds and been overpaid based on the requirements of this Agreement and applicable laws and regulations, County shall demand repayment from Contractor in the amount of such audit findings and withhold any payment otherwise due under this Agreement until Contractor repays such amount. Contractor shall repay County such amount within sixty (60) days of the date of the County's demand for repayment. Should Contractor fail to repay County within sixty (60) days of the date of County's demand for repayment, the County may offset the amount due from Contractor against any amounts that would otherwise be due from the County to Contractor pursuant to this Agreement or any other agreement or source.

E. Any failure or refusal by Contractor to permit access to any facilities, books,

records or other information required to be provided to the State &/or the County by this Agreement &/or the State contract shall constitute an express and immediate breach of this Agreement.

XIX. ASSIGNMENT AND SUBCONTRACTS

The services and obligations required of Contractor under this Agreement are not assignable in whole or in part. In addition, Contractor shall not subcontract any portion of the services required of Contractor by this Agreement without the express written consent of the Director. If any portion of the services required of Contractor are subcontracted, the subcontractor(s) shall maintain the same insurance as required of Contractor by this Agreement and Contractor shall be fully responsible to the County for all work undertaken by subcontractors.

XX. STATUS OF CONTRACTOR

A. It is understood and agreed by all the parties hereto that Contractor is an independent contractor and that no relationship of employer-employee exists between the County and Contractor. Neither Contractor nor Contractor's assigned personnel shall be entitled to any benefits payable to employees of the County. Contractor hereby indemnifies and holds the County harmless from any and all claims that may be made against the County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement or any services provided pursuant to this Agreement.

B. It is further understood and agreed by all the parties hereto that neither Contractor nor Contractor's assigned personnel shall have any right to act on behalf of the County in any capacity whatsoever as an agent or to bind the County to any obligation whatsoever.

C. It is further understood and agreed by all the parties hereto that Contractor must issue any and all forms required by Federal and State laws for income and employment tax purposes, including W-2 and 941 forms, for all of Contractor's assigned personnel.

XXI. AMENDMENT

This Agreement may be amended only by written instrument signed by the County and Contractor.

XXII. WAIVER

The waiver by the County or any of its officers, agents or employees or the failure of the County or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

XXIII. AUTHORIZED REPRESENTATIVE

The person executing this Agreement on behalf of Contractor affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of Contractor and to bind Contractor to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of Contractor and Contractor understand that the County is relying on this representation in entering into this Agreement.

XXIV. PUBLIC RECORDS ACT

Upon its execution, this Agreement (including all exhibits and attachments) shall be subject to disclosure pursuant to the California Public Records Act.

XXV. ADDITIONAL PROVISIONS

A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both. Should the County choose to excuse any given failure of Contractor to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document. All conditions, covenants and obligations continue to apply no matter how often County may choose to excuse a failure to perform them.

B. Except where specifically stated otherwise in this document, the promises in this document benefit the County and Contractor only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

1. By signing this agreement, the Contractor agrees to comply with applicable Federal suspension and debarment regulations including, but not limited to, 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
2. By signing this agreement, the Contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - b. Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public

(Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2(b) herein;
 - d. Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default;
 - e. Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State; and
 - f. Will included a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
3. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the County program funding this Agreement, and the County shall have the option of terminating this Agreement immediately or at any time thereafter, upon giving Contractor written notice of such termination, if the explanation is not found satisfactory by the County in its sole discretion.
 4. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
 5. If the Contractor knowingly violates this certification, in addition to other remedies available to the Federal Government, the County may terminate this Agreement at any time upon giving Contractor written notice of such termination.

D. Contractor shall comply with, and shall ensure that its officers, agents, employees, participants and volunteers comply with, the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations, and the privacy and security requirements set forth in Exhibit E attached hereto.

XXVI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the County and Contractor and

supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first set forth above.

CONTRACTOR

DocuSigned by:
Jae Song
By _____
C545754CAE634C0
Jae Song

COUNTY OF YOLO

By _____
Mary Vixie Sandy, Chair
Board of Supervisors

DocuSigned by:
Tonia Murphy
By _____
9148D68FCD19412...
Tonia Murphy, Procurement Manager

Attest:
Julie Dachtler, Senior Deputy
Yolo County Board of Supervisors

By _____
Deputy (Seal)

Approved as to Form:
Signed by: _____ County Counsel
Kimberly Hood
8F28F402B2A2431...
Kimberly Hood, Chief Asst. County Counsel

EXHIBIT E
HIPAA COMPLIANCE

- (a) Contractor shall comply with, and assist the County in complying with, the privacy and security requirements of the Health Insurance Portability and Accountability Act (including but not limited to 42 U.S.C. 1320d et seq.; “HIPAA”) and its implementing regulations (including but not limited to 45 CFR Parts 142, 160, 162, and 164), hereinafter collectively referred to as the “Privacy Rule” and “Security Rule.” Terms used but not otherwise defined in this Agreement shall have the same meaning as those terms are used in the Privacy Rule and Security Rule.
- (b) Except as otherwise limited in this Agreement, Contractor may use or disclose Protected Health Information (including but not limited to Electronic Protected Health Information) to perform functions, activities, or services for or on behalf of the County as specified in this Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the County.
- (c) Contractor shall not use or further disclose Protected Health Information other than as permitted or required by this Agreement or as required by law.
- (d) Contractor shall use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- (e) Contractor shall report to the County any use or disclosure of the Protected Health Information not provided for by this Agreement.
- (f) Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of Protected Health Information by Contractor in violation of the requirements of this Agreement.
- (g) Contractor shall ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Contractor on behalf of the County agrees to the same restrictions and conditions that apply through this Agreement to Contractor with respect to such information.
- (h) Contractor shall provide access, at the request of the County, and in the time and manner designated by the County, to Protected Health Information in a Designated Record Set, to the County or, as directed by the County, to an Individual in order to meet the requirements under 45 CFR 164.524.
- (i) Contractor shall make any amendment(s) to Protected Health Information in a Designated Record Set that the County directs or agrees to pursuant to 45 CFR 164.526 at the request of the County or an Individual, in the time and manner designated by the County.
- (j) Contractor shall document such disclosures of Protected Health Information and information related to such disclosures as would be required for the County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- (k) Contractor shall provide to the County or an Individual, in time and manner designated by the County, information collected in accordance with subSection (j), to permit the County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- (l) Contractor shall make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Contractor on behalf of, the County available to the County, or at the request of the County to the Secretary of the United

States Department of Health and Human Services ("Secretary"), in a time and manner designated by the County or the Secretary, for purposes of the Secretary determining the County's compliance with the Privacy Rule.

(m) Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of the County as required by HIPAA.

(n) Contractor shall ensure that any agent, including a subcontractor, to whom it provides Electronic Protected Health Information agrees to implement reasonable and appropriate safeguards to protect it.

(o) Contractor shall report to the County any security incident of which it becomes aware.

(p) (1) Except as provided in subparagraph (2) of this section, upon termination of this Agreement for any reason, Contractor shall return or destroy all Protected Health Information received from the County, or created or received by Contractor on behalf of the County. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Contractor. Contractor, its agents and subcontractors shall retain no copies of the Protected Health Information.

(2) In the event that Contractor determines that returning or destroying the Protected Health Information is infeasible, Contractor shall provide to the County notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Contractor shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Contractor, or any of its agents or subcontractors, maintains such Protected Health Information.

(3) The respective rights and obligations of Contractor concerning the Privacy Rule and the Security Rule, including but not limited to the provisions of this Section, shall survive the termination of this Agreement.

(q) The Parties agree to take such action as is necessary to amend this Agreement from time-to-time as is necessary for the County to comply with the requirements of the Privacy Rule, Security Rule, or any other requirements of HIPAA and its implementing regulations.


NOTE: the forms that follow are provided to assist you, but they are not part of the contract]

WORKERS' COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing any services required by this Agreement.

The person executing this certificate on behalf of Contractor affirmatively represents that she has the requisite legal authority to do so on behalf of Contractor, both the person executing this Agreement on behalf of Contractor and Contractor understand that the County is relying on this representation in entering into this Agreement.

CONTRACTOR

DocuSigned by:

By _____
C545754CAE634C0...

Jae Song

Print Name/Title Chief Regional Officer

#2

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

600 A Street Davis - Board Member Allen (TS 21)	Frequency						
	Regular Monthly				Periodic		
	Days(Wed/Sat)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Annually
600 A Street, Davis (1635 68 sf) Hours of Operation: Mon-Fri 8-5, Evening mtgs Scheduled Cleaning Hours: 4pm-8pm							
Functions							
FLOORS							
Carpets--Vacuum		X					X
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs--Includes corners of ceiling/floors & around furniture & behind window blinds			X				
Dust pictures, mirrors, etc.							
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS (QTY 6)/LOCKER ROOMS/BREAK ROOMS (QTY 2)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean							
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior							X
Dust blinds--(When not closed)					X		
FURNITURE/COUNTERS							
Dust/vacuum				X			
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash - Courtyard, Entry Ways & Door Ways		X					
Sweep - Courtyard		X					
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					
Pressure Wash & Deep Cleaning of Building							X
Cob Web Removal Exterior Lights							X

YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

600 A Street Davis - Health and Human Services Agency (TS 24)	Frequency						
	Regular Monthly				Periodic		
	Days(Wed/Sat)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually
600 A Street, Davis (7389.63 sf) Hours of Operation: Mon-Fri 8-5, Evening mtgs Scheduled Cleaning Hours: 4pm-8pm							
Functions							
FLOORS							
Carpets--Vacuum		X					X
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs--Includes corners of ceiling/floors & around furniture & behind window blinds			X				
Dust pictures, mirrors, etc.							
Vacuum high air grills					X		
Spot clean		X					
REST ROOMS (QTY 6)/LOCKER ROOMS/BREAK ROOMS (QTY 2)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets					X		
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean							
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior							X
Dust blinds--(When not closed)				X			
FURNITURE/COUNTERS							
Dust/vacuum			X				
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners				X			
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash - Courtyard, Entry Ways & Door Ways		X					
Sweep - Courtyard		X					
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					
Pressure Wash & Deep Cleaning of Building							X
Cob Web Removal Exterior Lights							X

~~#~~ 3

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

BAUER BLDG. (TS41)	Frequency							
	M-F Common Areas	Regular Monthly				Periodic		
		3 Days/Week	5 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually
137 N. Cottonwood, Woodland (70,000 sf) (Public Health 62% ADMH 38%) Hours of Operation: 7-6 some night mtgs Scheduled Cleaning Hours: 3pm-9pm Day Porter Required-2 hours M-F								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop			X					
Vinyl/tile--Wet mop			X					
Wood--Dust mop								
Spot clean	X							
WALLS AND CEILINGS								
Remove cobwebs				X				
Dust pictures, mirrors, etc.				X				
Vacuum high air grills				X				
Spot clean	X							
REST ROOMS (QTY 12)/LOCKER ROOMS/BREAK ROOMS (QTY 1)								
Clean fixtures & Mirrors,wipe partitions & walls	X							
Check/refill dispensers	X							
Wash & disinfect toilets, toilet enclosures/urinal walls	X							
Clean & sanitize drinking fountains,sinks & countertops	X							
Mop Floors	X							
De-scale toilets, urinals and faucets						X		
Spot clean	X							
Waterless Urinal Cartridge Replace (5 Restrooms with 10 Urinals)					X			X
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean			X					
WINDOWS								
Clean entry areas			X					
Clean other--interior/exterior							X	
Dust blinds			X					
FURNITURE/COUNTERS								
Dust/vacuum/wipe clean				X				
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners		X						
RECYCLE BASKETS								
Empty		X						
ORGANIC RECYCLE								
Empty		X						
Change Liners		X						
REFRIGERATORS								
Wipe down inside & outside including freezer (3 refrigerators)			X					
OUTSIDE (Porch areas, steps, sidewalks)								
Pick up paper and trash		X						
Sweep			X					
Empty Ash Trays		X						
PARKIING LOT & GROUNDS						X		
Pick up trash & debris								
Clean Vacuum Cleaner Bags		X						
DAY PORTER-Required 2 hours per day, midday M-F Services include: common area,bathrooms, staff bathrooms, hallways/main thoroughfares, public waiting areas,breakroom	X							

#3

Task Sheet for Janitorial Services

GONZALEZ BUILDING (TS32)	Frequency								
	Regular Monthly					Periodic			
	Days (M-F)	5 Days/Week-Common Areas & Offices	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually	As Required
25 N. Cottonwood St, Woodland (60,000 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: 2pm-10pm Day Porter Required: 2 hours M-F									
Functions									
FLOORS									
Carpets--Vacuum		X							
Vinyl/tile--Dust mop		X							
Vinyl/tile--Wet mop		X							
Wood--Dust mop									
Spot clean		X							
WALLS AND CEILINGS									
Remove cobwebs				X					
Dust pictures, mirrors, etc.				X					
Vacuum high air grills						X			
Spot clean		X							
REST ROOMS Use unscented cleaner-disinfectant on floors, etc. (QTY 7)/LOCKER ROOMS/BREAK ROOMS (QTY 2)									
Clean fixtures & Mirrors,wipe partitions & walls		X							
Check/refill dispensers		X							
Wash & disinfect toilets, toilet enclosures/urinal walls		X							
Clean & sanitize drinking fountains,sinks & countertops		X							
De-scale toilets, urinals and faucets									
Spot clean		X							
BASEBOARDS, DOORS/FRAMES									
Dust/wipe clean				X		X			
WINDOWS									
Clean entry areas		X							
Clean other--interior/exterior								X	
Dust blinds				X					
FURNITURE/COUNTERS									
Dust/vacuum				X					
Straighten reception area		X							
WASTE BASKETS									
Empty		X							
Change liners					X				
RECYCLE BASKETS (Paper Only)									
Empty		X							
ORGANIC RECYCLE									
Empty		X							
Change Liners		X							
REFRIGERATORS									
Wipe down inside & outside including freezer (4 refrigerators)			X						
OUTSIDE (Under overhangs, back patio & parking lot)									
Pick up visible paper and trash		X							
Sweep		X							
Empty Ash Trays		X							
Clean Vacuum Cleaner Bags		X							
Pressure Wash & Deep Cleaning of Building Exterior								X	
PARKING LOT & GROUNDS									
Pick up trash & debris						X			
Clean Vacuum Cleaner Bags		X							
Cob Web Removal on Exterior Building Lights								X	
DAY PORTER-Required 3 hours per day, midday, M-F Services Include:Clean and Restock Public and Employees Restrooms & Spot clean Public Areas, especially urinal walls		X							

#3

YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

500 B Jefferson - Mental Health - HHS (TS36)	Frequency							
	Regular Monthly					Periodic		
	Days M-F, Common Areas & Offices	Offices, 3 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	As Required
500 Jefferson Blvd., Bldg B, West Sacramento (5407 sf) Hours of Operation: 8-5 M-F Scheduled Cleaning Hours: 3pm-8pm Day Porter Required-2 hours M-F								
Functions								
FLOORS								
Carpets--Vacuum	X	X						
Vinyl/tile--Dust mop	X							
Vinyl/tile--Sweep		X						
Vinyl/tile--Wet mop	X	X						
Wood--Dust mop								
Spot clean	X							
WALLS AND CEILINGS								
Remove cobwebs			X					
Dust pictures, mirrors, etc.			X					
Vacuum high air grills				X				
Spot clean	X							
REST ROOMS (QTY 11)/LOCKER ROOMS/BREAK ROOMS (QTY 2)								
Clean fixtures & Mirrors,wipe partitions & walls	X							
Check/refill dispensers	X							
Wash & disinfect toilets, toilet enclosures/urinal walls	X							
Clean & sanitize drinking fountains,sinks & countertops	X							
De-scale toilets, urinals and faucets						X		
Spot clean	X							
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean								
WINDOWS								
Clean entry areas	X							
Clean other--interior/exterior							X	
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum								
Straighten reception area	X							
WASTE BASKETS								
Empty	X							
Change liners					X			
RECYCLE BASKETS								
Empty	X							
ORGANIC RECYCLE								
Empty	X							
Change Liners	X							
REFRIGERATORS								
Wipe down inside & outside including freezer (1 refrigerator)				X				
OUTSIDE (Under overhangs)								
Pick up paper and trash	X							
Sweep	X							
Pressure wash sidewalks, stairs, courtyard A & B								X
Empty Ash Trays		X						
PARKING LOT & GROUNDS								
Pick up trash & debris						X		
Clean Vacuum Cleaner Bags		X						

DAY PORTER-Required 2 hours per day, midday, M-F Services Include: Cleaning Restrooms	X					
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#3

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

Health and Human Services Agency - Winters (TS44)	Frequency								
	Regular Monthly				Periodic				
	Days (Mon-Fri)	2 Days/Week-Porter	3 Days/Week/Mon/Wed/Fri	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
111 E Grant, Winters, CA (4,400sq) Hours: 8AM-5PM Scheduled Cleaning Hours: MON-WED-FRI 4:30PM-8:30PM Porter- TUES-THUR-5PM-630PM									
Functions									
FLOORS									
Carpets--Vacuum		X							
Vinyl/tile/laminate/concrete--Dust mop		X							
Vinyl/tile/laminate/concrete-Wet mop		X							
Wood--Dust mop									
Spot clean		X							
WALLS AND CEILINGS									
Remove cobwebs				X					
Wood--Dust mop									
Dust pictures, mirrors, etc.					X				
Vacuum high air grills									
Spot clean		X							
REST ROOMS - (QTY 3) LOCKER ROOMS/BREAK ROOMS (QTY1)									
Clean fixtures & Mirrors,wipe doors, handles, dispensers & walls	X	X							
Check/refill dispensers	X	X							
Wash & disinfect toilets (Seats & Bowls) toilet enclosures/urinal walls	X	X							
Clean & sanitize drinking fountains,sinks & countertops In breakroom & 3 restrooms	X	X							
De-scale toilets, urinals and faucets					X				
Spot clean		X							
BASEBOARDS, DOORS/FRAMES									
Dust/wipe clean					X				
WINDOWS									
Clean entry areas-clean glass & doors-exterior doors to front lobby & reception area		X							
Clean other--interior/exterior								X	
Dust blinds						X			
FURNITURE/COUNTERS									
Dust/vacuum					X				
Straighten reception area									
WASTE BASKETS									
Empty		X							
Change liners						X			
RECYCLE BASKETS									
Empty		X							
ORGANIC RECYCLE									
Empty									
Change Liners									
OUTSIDE (Under overhangs)									
Remove cobwebs around entry ways				X					
Pick up paper and trash		X							
Sweep				X					
Empty Ash Trays		X							
Clean Vacuum Cleaner Bags		X							
Notes: Includes small front office-Putah Creek Room should be checked each time that crew comes into clean & action taken as									

#4

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

LIBRARY-DAVIS BRANCH (TS28)	Frequency											
	Regular				Monthly				Periodic			
	Daily	Weekly (7 days/week)	Monthly	As Needed	Quarterly	Semi annually	Annually	As Required				
315 E. 14th St., Davis (35,120 sf) Hours of Operation: Mon 1-9, T-Th 10-9, F-Sat 10-5:30, Sun 1-5 Scheduled Cleaning Hours: Monday-Thursday 6-9pm, Fri, Sat, Sun 6pm-11:30pm Day Porter Required: 1 hour per day M-F												
Functions												
FLOORS												
Carpets--Vacuum		X										
Vinyl/tile--Dust mop		X										
Vinyl/tile--Wet mop		X										
Wood--Dust mop												
Spot clean		X										
WALLS AND CEILINGS												
Remove cobwebs				X								
Dust pictures, mirrors, etc.				X								
Vacuum high air grills					X							
Spot clean		X										
REST ROOMS (QTY 5)/LOCKROOMS/BREAK ROOMS (QTY 1)												
Clean fixtures & Mirrors,wipe partitions & walls		X										
Check/refill dispensers		X										
Wash & disinfect toilets, toilet enclosures/urinal walls		X										
Clean & sanitize drinking fountains,sinks & countertops		X										
De-scale toilets, urinals and faucets					X							
Spot clean		X										
BASEBOARDS, DOORS/FRAMES												
Dust/wipe clean			X									
WINDOWS												
Clean entry areas (interior and exterior)		X										
Clean other (interior and exterior)					X							
Dust blinds			X									
FURNITURE/COUNTERS												
Dust/vacuum (incl. upholstered furn.)			X									
Straighten reception area			X									
Empty pencil sharpeners		X										
WASTE BASKETS												
Empty		X										
Change liners				X								
RECYCLE BASKETS (Paper Only)												
Empty												
ORGANIC RECYCLE												
Empty			X	X								
Change Liners			X	X								
OUTSIDE (Porch areas, steps)												
Pick up paper and trash		X										
Sweep		X										
Empty Ash Trays		X										
Clean Vacuum Cleaner Bags		X										
DAY PORTER: Required 1 hour per day from 3pm-4pm, M-F Tasks Performed: Restock & Cleaning of Public Restrooms		X										

#4

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

LIBRARY ADMINISTRATION (TS9)	Frequency						
	Regular Monthly					Periodic	
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Archives Reading & Work Room Once a month	Quarterly Semi annually Annually
226 Buckeye Street, Woodland (13,015 sf) Hours of Operation: Mon-Fri 8am-5:30pm Scheduled Cleaning Hours: 6:00pm-8:00pm							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Cement- Sweep/Vacuum					X		
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs				X	X		
Dust pictures, mirrors, etc.				X			
Vacuum high air grills					X	X	
Spot clean		X					
REST ROOMS(QTY2)/LOCKER ROOMS/BREAK ROOMS (QTY1)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X	X		
WINDOWS							
Clean entry areas		X			X		
Clean other--interior/exterior							X
Dust blinds				X			
FURNITURE/COUNTERS							
Dust/vacuum		X					
Straighten reception area		X					
Empty Pencil Sharpeners		X					
WASTE BASKETS							
Empty		X			X		
Change liners					X		
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty							
Change Liners							
OUTSIDE (Under overhangs)							
Pick up paper and trash		X					
Sweep		X					
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					
Note: Set firm date for monthly services							

#5

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

LIBRARY - YOLO BRANCH (TS30)	Frequency						
	Regular		Monthly		Periodic		
37750 Sacramento Street, Yolo (4085 sf) Hours of Operation: Tues 1-5:30pm, Thurs 10:00am-12:00pm & 1-5:30pm Scheduled Cleaning Hours: 11:00am-12:00pm	Day	1 Days/Week	Monthly	As Needed	Quarterly	Semi annually	Annually
Functions							
FLOORS							
Carpets--Vacuum (Childrens Area Carpet)		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs			X				
Dust pictures, mirrors, etc.		X					
Vacuum high air grills					X		
Spot clean		X					
REST ROOMS (QTY 1)/LOCKER ROOMS/BREAK ROOMS							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets					X		
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean			X				
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior EXTERIOR					X		
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum			X				
Straighten reception area							
Empty pencil sharpeners		X					
WASTE BASKETS							
Empty		X					
Change liners				X			
ORGANIC RECYCLE							
Empty							
Change Liners							
OUTSIDE (Under overhangs)							
Pick up paper and trash		X					
Sweep		X					
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					
Note: Haul Away trash from Building-no trash pick-up on site							

#5

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

LIBRARY - KNIGHTS LANDING BRANCH (TS29)	Frequency					
	Day	Regular	Monthly	Periodic		
42351 Third Street, Knights Landing (3,000 sf) Hours of Operation: Mon 1-6pm, Wed 10am-12:00pm & 1-6pm Scheduled Cleaning Hours: 5:00pm-6:30pm	1 Day per week	Monthly	As Needed	Quarterly	Semi annually	Annually
Functions						
FLOORS						
Carpets--Vacuum	X					
Vinyl/tile--Dust mop	X					
Vinyl/tile--Wet mop	X					
Wood--Dust mop						
Spot clean	X					
WALLS AND CEILINGS						
Remove cobwebs			X			
Dust pictures, mirrors, etc.			X			
Vacuum high air grills				X		
Spot clean	X					
REST ROOMS (QTY 2)/LOCKER ROOMS/BREAK ROOMS (QTY 1)						
Clean fixtures & Mirrors,wipe partitions & walls	X					
Check/refill dispensers						
Wash & disinfect toilets, toilet enclosures/urinal walls	X					
Clean & sanitize drinking fountains,sinks & countertops	X					
De-scale toilets, urinals and faucets				X		
Spot clean	X					
BASEBOARDS, DOORS/FRAMES						
Dust/wipe clean			X			
WINDOWS						
Clean entry areas	X					
Clean other--interior/exterior					X	
Dust blinds			X			
FURNITURE/COUNTERS						
Dust/vacuum	X					
Straighten reception area						
Empty pencil sharpeners	X					
WASTE BASKETS						
Empty	X					
Change liners			X			
ORGANIC RECYCLE						
Empty						
Change Liners						
OUTSIDE (Under overhangs)						
Pick up paper and trash	X					
Sweep	X					
Empty Ash Trays	X					
Clean Vacuum cleaner bags	X					
Note: Haul Away trash from Building-no trash pick-up on site						

#5

Task Sheet for Janitorial Services

ESPARTO LIBRARY (TS8)	Frequency							
	Days (S-M-T-W-T)	Regular			Monthly			Periodic
		5 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
17065 Yolo Avenue, Esparto (5,500 sq.ft.)								
Hours of Operation:								
Mon 1:00pm-5:30pm & 6:30pm-8:00pm,								
Tues/Wed 8:30am-12:00pm & 1:00pm-8:00pm,								
Thurs 10am-12:00pm & 1:00pm-8:00pm,								
Fri 1:00pm-5:00pm Sat 12:00pm-2:00pm								
Scheduled Cleaning Hours: 8:00pm-10:30pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop		X						
Vinyl/tile--Wet mop		X						
Wood--Dust mop								
Spot clean		X						
Cement-Sweep/Vacuum								
WALLS AND CEILINGS								
Remove cobwebs			X					
Dust pictures, mirrors, etc.			X					
Vacuum high air grills					X			
Spot clean		X						
REST ROOMS (QTY 3)/LOCKER ROOMS/BREAK ROOMS (QTY 1)								
Clean fixtures & Mirrors,wipe partitions & walls		X						
Check/refill dispensers		X						
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets					X			
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean			X					
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior							X	
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum			X					
Straighten reception area		X						
Empty pencil sharpeners		X						
WASTE BASKETS								
Empty		X						
Change liners				X				
RECYCLE BASKETS								
Empty		X						
ORGANIC RECYCLE								
Empty								
Change Liners								
OUTSIDE (Porch areas, steps, sidewalks)								
Pick up paper and trash		X						
Sweep		X						
Empty Ash Trays		X						

#6

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

SHERIFF ADMINISTRATION BLDG. (TS12)	Frequency							
	Regular Monthly			Periodic				
	Days (Tues & Thurs)	3 Days/Week-Mon/Wed/Fri	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
140 Tony Diaz Drive, Woodland (14,200 sf) Hours of Operation: M - F 8 - 5 Scheduled Cleaning Hours M/W/F 5:00pm-8:30pm & Tues/Thurs. 12:30pm-2:00pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop		X						
Vinyl/tile-Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs				X				
Dust pictures, mirrors, etc.								
Vacuum high air grills						X		
Spot clean		X						
REST ROOMS (QTY 4)/LOCKER ROOMS/BREAK ROOMS(QTY 1)								
Clean fixtures & Mirrors,wipe partitions & walls	X	X						
Check/refill dispensers	X	X						
Wash & disinfect toilets, toilet enclosures/urinal walls	X	X						
Clean & sanitize drinking fountains,sinks & countertops	X	X						
De-scale toilets, urinals and faucets						X		
Spot clean	X	X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior							X	
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum				X				
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty		X						
ORGANIC RECYCLE								
Empty		X						
Change Liners		X						
OUTSIDE (Under overhangs)								
Pick up paper and trash		X						
Sweep			X					
Empty Ash Trays		X						
Clean Vacuum Cleaner Bags		X						
Notes: Vacuum and empty trash in general Admin. areas and clean restrooms. Clean offices as they become available.								

#6

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

SHERIFF-MORGUE BLDG. (TS14)	Frequency							
	Regular Monthly				Periodic			
	Daily (Autopsy rooms, if needed)	3 Days/Week-Mon/Wed/Fri (Main work area)	Weekly (Public area)	Monthly	As Needed (Locked rooms and walk-in unit)	Quarterly	Semi annually	Annually
140 Tony Diaz Dr, Woodland (2,760 sf) Hours of Operation: Irregular Scheduled Cleaning Hours: 5pm-6pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop		X						
Vinyl/tile--Wet mop	X	X						
Wood--Dust mop								
Spot clean	X							
WALLS AND CEILINGS								
Remove cobwebs			X					
Dust pictures, mirrors, etc.								
Vacuum high air grills						X		
Spot clean	X							
REST ROOMS (QTY 3)/LOCKER ROOMS/BREAK ROOMS								
Clean fixtures & Mirrors,wipe partitions & walls		X	X					
Check/refill dispensers		X	X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X	X					
De-scale toilets, urinals and faucets						X		
Spot clean	X							
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas			X					
Clean other--interior/exterior							X	
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum								
Straighten reception area								
WASTE BASKETS								
Empty	X	X	X					
Change liners					X			
RECYCLE BASKETS								
Empty	X	X	X					
ORGANIC RECYCLE								
Empty								
Change Liners								
OUTSIDE (Under overhangs)								
Pick up paper and trash		X						
Sweep		X						
Empty Ash Trays		X						
BIOHAZARDOUS TRASH								
Empty red bagged trash to locked area behind building-daily	X							
Notes: Gowns, gloves and face masks required.Check autopsy rooms daily and mop floors when needed								

YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

MONROE DETENTION FACILITY (TS34)	Frequency							
	Regular Monthly					Periodic		
	Days (M-F)	5 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
2420 E. Gibson Road, Woodland (2,000 sf) Hours: 24/7 Scheduled Cleaning Hours: 4pm-5pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop		X						
Vinyl/tile-Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs				X				
Dust pictures, mirrors, etc.								
Vacuum high air grills						X		
Spot clean		X						
REST ROOMS(QTY 4)/LOCKER ROOMS/BREAK ROOMS (QTY 1)								
Clean fixtures & Mirrors,wipe partitions & walls		X						
Check/refill dispensers		X						
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets						X		
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior							X	
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum				X				
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty		X						
ORGANIC RECYCLE (Done by Inmates)								
Empty								
Change Liners								
OUTSIDE (Under overhangs)								
Pick up paper and trash		X						
Sweep			X					
Empty Ash Trays		X						
Notes: Includes front lobby & bathrooms, Records (3 rooms) & Admin hallway with bathroomwith lockers, break room and Jail Commander's Office.								

YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

JUVENILE HALL GYM (TS-48)	Frequency						
	3 Days/Week- COMMON AREAS	Regular Monthly			Periodic		
		5 DAYS A WEEK	Weekly	Monthly	As Needed	Quarterly	Semi annually
2880 East Gibson Road, Woodland (1,200 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: M-W-F- 2:30-4:00-PM Day Porter -NONE							
Functions							
FLOORS							
Carpets--Vacuum	X						
Vinyl/tile--Dust mop	X						
Vinyl/tile-Wet mop							
Wood--Dust mop							
Spot clean	X						
WALLS AND CEILINGS							
Remove cobwebs			X				
Dust pictures, mirrors, etc.			X				
Vacuum high air grills					X		
Spot clean	X						
REST ROOMS							
Clean fixtures & Mirrors,wipe partitions & walls	X						
Check/refill dispensers	X						
Wash & disinfect toilets, toilet enclosures/urinal walls	X						
Clean & sanitize drinking fountains,sinks & countertops	X						
Mop Floors	X						
De-scale toilets, urinals and faucets					X		
Spot clean	X						
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean			X				
WINDOWS							
Clean entry areas (include outside windows around entry way	X						
Clean other--interior/exterior						X	
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum			X				
Straighten reception area	X						
WASTE BASKETS							
Empty	X						
Change liners				X			
RECYCLE BASKETS							
Empty	X						
ORGANIC RECYCLE							
Empty	X						
Change Liners	X						
OUTSIDE Porch areas, steps, sidewalks)							
Pick up paper and trash							
Sweep/Pressure wash as needed							
Empty Ash Trays			X				
Outside cobwebs around lights & windows					X		
Grounds keeping							
Clean around building every morning trash and debris		X					



YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

JUVENILE DETENTION FACILITY (TS39) 2880 East Gibson Road, Woodland (5,920 sf) Hours of Operation: 7 days/24 hours a day Scheduled Cleaning Hours for Office Areas/Lobby & RRs Only 4pm-6pm	Frequency						
	Regular			Monthly		Periodic	
	Days (Tues/Fri)	2 Days/Week 8-10 p.m.	Weekly	Monthly	As Needed	Quarterly	Semi annually
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop							
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean	X						
WALLS AND CEILINGS							
Remove cobwebs				X			
Dust pictures, mirrors, etc.				X			
Vacuum high air grills						X	
Spot clean	X						
REST ROOMS (QTY 2)/LOCKER ROOMS/BREAK ROOMS (QTY 1)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X				X	
De-scale toilets, urinals and faucets							
Spot clean	X						
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X			
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior							
Dust blinds				X			
FURNITURE/COUNTERS							
Dust/vacuum				X			
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS (Paper Only)							
Empty		X					
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash							
Sweep							
Empty Ash Trays		X					
Clean Vacuum cleaner Bags		X					
Note:Security controlled Access							



Task Sheet for Janitorial Services

DISTRICT ATTORNEY (TS6)	Frequency							
	Regular Monthly					Periodic		
	Porter-Wed	3 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
301 Second Street, Woodland (20,500 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: 9:00am-2:00pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop		X						
Vinyl/tile-Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs				X				
Dust pictures, mirrors, etc.				X				
Vacuum high air grills						X		
Spot clean		X						
REST ROOMS (QTY 8)/LOCKER ROOMS/BREAK ROOMS (QTY1)								
Clean fixtures & Mirrors,wipe partitions & walls	X	X						
Check/refill dispensers	X	X						
Wash & disinfect toilets, toilet enclosures/urinal walls	X	X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets						X		
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean								
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior							X	
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum				X				
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty		X						
ORGANIC RECYCLE								
Empty		X						
Change Liners		X						
OUTSIDE (Under overhangs)								
Pick up paper and trash		X						
Sweep		X						
Empty Ash Trays		X						
Clean Vacuum Cleaner Bags		X						
Day Porter-Required 1 1/2 hours-Wednesday								
Midday 12:00pm-1:30pm								



YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

PUBLIC DEFENDER (TS11)	Frequency								
	Regular Monthly					Periodic			
	Porter-Wed	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
814 North Street, Woodland (6,634 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: Wed/Fri 6.00pm-9.00pm									
Functions									
FLOORS									
Carpets--Vacuum			X						
Vinyl/tile--Dust mop			X						
Vinyl/tile--Wet mop			X						
Wood--Dust mop									
Spot clean			X						
WALLS AND CEILINGS									
Remove cobwebs					X				
Dust pictures, mirrors, etc.					X				
Vacuum high air grills							X		
Spot clean			X						
REST ROOMS(QTY 2)/LOCKER ROOMS/BREAK ROOMS (QTY1)									
Clean fixtures & Mirrors,wipe partitions & walls	X				X				
Check/refill dispensers	X		X						
Wash & disinfect toilets, toilet enclosures/urinal walls			X						
Clean & sanitize drinking fountains,sinks & countertops	X		X						
De-scale toilets, urinals and faucets							X		
Spot clean			X						
BASEBOARDS, DOORS/FRAMES									
Dust/wipe clean					X				
WINDOWS									
Clean entry areas			X						
Clean other--interior/exterior									X
Dust blinds									
FURNITURE/COUNTERS									
Dust/vacuum					X				
Straighten reception area									
WASTE BASKETS									
Empty			X						
Change liners						X			
RECYCLE BASKETS									
Empty			X						
ORGANIC RECYCLE									
Empty			X						
Change Liners			X						
OUTSIDE (Under overhangs)									
Pick up paper and trash									
Empty Ash Trays			X						
GROUNDS CLEANING									
Clean trash & debris around building			X						
*Porter on Wednesday for common areas-2 hours- Wed 11:00am-12:00pm									



YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

MDIC (TS4)	Frequency						
	Regular Monthly				Periodic		
	Days	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually
204 4th Street, Suite B, Woodland (2910 sf) Hours of Operation: 8-5 M-F Scheduled Cleaning Hours: 8am-9:30am							
Functions							
FLOORS							
Carpets--Vacuum		X					
Carpets--Steam clean							
Vinyl/tile--Dust mop							
Vinyl/tile-Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs				X			
Dust pictures, mirrors, etc.				X			
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS (QTY 2)/LOCKER ROOMS/BREAK ROOMS							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X			
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior							X
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum				X			
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty							
Change Liners							
OUTSIDE (Under overhangs)							
Pick up paper and trash				X			
Sweep				X			
Empty Ash Trays				X			



Task Sheet for Janitorial Services

LAW LIBRARY (TS33)	Frequency							
	Regular Monthly					Periodic		
	Daily	2 x Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
204 4th Street, Suite A, Woodland, CA 95695 (2,344 sf) Hours of Operation: 24/7 Scheduled Cleaning Hours: 3pm-4pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop		X						
Vinyl/tile--Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs			X					
Dust pictures, mirrors, etc.			X					
Vacuum high air grills				X				
Spot clean		X						
REST ROOMS (QTY 2)/LOCKER ROOMS/BREAK ROOMS 1)								
Clean fixtures & Mirrors,wipe partitions & walls		X						
Check/refill dispensers		X						
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets						X		
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior			X					
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum		X						
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty		X						
ORGANIC RECYCLE								
Empty								
Change Liners								
OUTSIDE (Under overhangs)								
Pick up paper and trash		X						
Sweep		X						
Empty Ash Trays		X						
Clean Vacuum Cleaner Bags		X						



YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

Department of Community Services - Animal Services (MODULAR)(TS40)	Frequency						
	Regular Monthly			Periodic			
	Days (M-W-F)	3 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually
2780 E Gibson Road, Woodland (COOP-5,987 sf & Animal Services-2,284 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours:6:30am-10:30am							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile-Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs			X				
Dust pictures, mirrors, etc.			X				
Vacuum high air grills				X			
Spot clean		X					
REST ROOMS (QTY 5)/LOCKER ROOMS/BREAK ROOMS (QTY 1)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X			
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior							X
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum				X			
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty							
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash							
Sweep							
Empty Ash Trays		X					
Clean Vaccum Cleaner Bags		X					



YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

DSS - ROADS SHOP (TS42)	Frequency								
	Regular				Monthly			Periodic	
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually	
294 West Beamer Street, Woodland (2652 sf) Hours of Operation: Mon-Fri 7-5 Scheduled Cleaning Hours: 5pm-7pm									
Functions									
FLOORS									
Carpets--Vacuum		X							
Vinyl/tile--Dust mop									
Vinyl/tile-Wet mop		X							
Wood--Dust mop									
Spot clean		X							
WALLS AND CEILINGS									
Remove cobwebs			X						
Wood--Dust mop									
Dust pictures, mirrors, etc.			X						
Vacuum high air grills				X					
Spot clean		X							
REST ROOMS (QTY 1) - Use unscented cleaner/disinfectant on floors (including drains)/LOCKER ROOMS(QTY 1)/BREAKROOMS (QTY 1)									
Clean fixtures & Mirrors,wipe partitions & walls		X							
Check/refill dispensers		X							
Wash & disinfect toilets, toilet enclosures/urinal walls		X							
Clean & sanitize drinking fountains,sinks & countertops		X							
De-scale toilets, urinals and faucets						X			
Spot clean		X							
BASEBOARDS, DOORS/FRAMES									
Dust/wipe clean				X					
WINDOWS									
Clean entry areas		X							
Clean other--interior/exterior EXTERIOR							X		
Dust blinds									
FURNITURE/COUNTERS									
Dust/vacuum				X					
Straighten reception area									
WASTE BASKETS									
Empty		X							
Change liners					X				
RECYCLE BASKETS									
Empty		X							
OUTSIDE (Porch areas, steps, sidewalks)									
Empty Ash Trays		X							
Cleaner Vacuum Cleaner Bags		X							



YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

DSS-FLEET SERVICES (TS43)	Frequency							
	Regular Monthly				Periodic			
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
294 West Beamer Street, Woodland (4814 sf total bldg with Shop) (Office Area to clean is only 607 sq ft) Hours of Operation: Mon-Fri 7-5 Scheduled Cleaning Hours: 5pm-7pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop								
Vinyl/tile--Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs				X				
Wood--Dust mop								
Dust pictures, mirrors, etc.				X				
Vacuum high air grills						X		
Spot clean		X						
REST ROOMS - Use unscented cleaner/disinfectant on floors (incuding drains)								
Clean fixtures & Mirrors,wipe partitions & walls								
Check/refill dispensers								
Wash & disinfect toilets, toilet enclosures/urinal walls								
Clean & sanitize drinking fountains,sinks & countertops								
De-scale toilets, urinals and faucets								
Spot clean								
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean						X		
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior							X	
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum				X				
Straighten reception area								
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty		X						
ORGANIC RECYCLE								
Empty								
Change Liners								
OUTSIDE (Porch areas, steps, sidewalks)								
Empty Ash Trays		X						

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

DSS-MODULAR (TS-46)	Frequency							
	Regular Monthly				Periodic			
	Daily	3 Days/Week-Tues/Thurs/Sat	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
292 Beamer, Woodland CA (4,000 sf) Hours of Operation: Mon-Fri 8-5. Occ evenings Scheduled Cleaning Hours.5pm-730PM TUES, THUR, SAT								
Functions								
FLOORS								
Carpets--Vacuum	X							
Vinyl/tile--Dust mop	X							
Vinyl/tile-Wet mop	X							
Wood--Dust mop								
Spot clean	X							
WALLS AND CEILINGS								
Remove cobwebs				X				
Dust pictures, mirrors, etc.				X				
Vacuum high air grills						X		
Spot clean	X							
REST ROOMS -(QTY 3)								
Clean fixtures & Mirrors,wipe partitions & walls								
Check/refill dispensers	X							
Wash & disinfect toilets, toilet enclosures/urinal walls	X							
Clean & sanitize drinking fountains,sinks & countertops	X							
De-scale toilets, urinals and faucets						X		
Spot clean	X							
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas	X							
Clean other--interior/exterior							X	X
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum			X					
Straighten reception area	X							
WASTE BASKETS								
Empty	X							
Change liners				X				
RECYCLE BASKETS								
Empty	X							
ORGANIC RECYCLE								
Empty	X							
Change Liners	X							
OUTSIDE (Under overhangs)								
Pick up paper and trash			X					
Sweep			X					
Empty Ash Trays			X					



YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

PROBATION DEPARTMENT TRAILER (TS-47)	Frequency						
	Regular Monthly					Periodic	
	Tues/Fri	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually Annually
292 Beamer, Woodland CA (4,000 sf) Hours of Operation: Mon-Fri 8-5, Occ evenings Scheduled Cleaning Hours: 5pm-8 PM TUES, FRI Day Porter -NONE							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs			X				
Dust pictures, mirrors, etc.			X				
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot Clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X			
WINDOWS							
Clean entry areas (include outside windows around entry way		X					
Clean other--interior/exterior							X
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum			X				
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty	X						
ORGANIC RECYCLE							
Empty							
Change Liners							
OUTSIDE (Porch areas, steps, sidewalks)							
Pick up paper and trash			X				
Sweep/Pressure wash as needed			X				
Empty Ash Trays			X				
Outside cobwebs around lights & windows							X



YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

LANDFILL OPERATIONS-OLD OPS.BLDG. (TS27)	Frequency					
	Regular		Monthly		Periodic	
	Days	3 Days/Week	Weekly	Monthly	Quarterly	Semi annually Annually
44090 Road 28H, Woodland (1200 sf) Hours of Operation: M-F 6:30am-4pm Scheduled Cleaning Hours: 6:30am-10am						
Functions						
FLOORS						
Carpets--Vacuum		X				
Vinyl/tile--Dust mop		X				
Vinyl/tile--Wet mop		X				
Wood--Dust mop						
Spot clean		X				
WALLS AND CEILINGS						
Remove cobwebs				X		
Dust pictures, mirrors, etc.				X		
Vacuum high air grills				X		
Spot clean				X		
REST ROOMS (QTY 2)/LOCKER ROOMS/BREAK ROOMS (QTY 1)						
Clean fixtures & Mirrors,wipe partitions & walls		X				
Check/refill dispensers		X				
Wash & disinfect toilets, toilet enclosures/urinal walls		X				
Clean & sanitize drinking fountains,sinks & countertops		X				
De-scale toilets, urinals and faucets					X	
Spot clean		X				
BASEBOARDS, DOORS/FRAMES						
Dust/wipe clean						X
WINDOWS						
Clean entry areas						
Clean other--interior/exterior						
Dust blinds						X
FURNITURE/COUNTERS						
wet wipe/Dust/vacuum						X
Straighten reception area						
WASTE BASKETS						
Empty		X				
Change liners		X				
RECYCLE BASKETS						
Empty		X				
ORGANIC RECYCLE						
Empty						
Change Liners						
OUTSIDE (Under overhangs)						
Pick up paper and trash						
Sweep						
Empty Ash Trays		X				
Clean Vacuum Cleaner Bags		X				



YOLO COUNTY GENERAL SERVICES-Janitorial only
Task Sheet for Janitorial Services

DSS - Landfill Ops - METHANE PLANT (TS-49)	Frequency						
	Regular Monthly				Periodic		
	Mon/Wed/Fri	3 DAYS A WEEK	Weekly	Monthly	As Needed	Quarterly	Semi annually Annually
44090 County Road 28H, Woodland (100 sf) Hours of Operation: Mon-Fri 6:30am-4:00pm Scheduled Cleaning Hours 6:00pm-10:00pm							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs			X				
Dust pictures, mirrors, etc.			X				
Vacuum high air grills			X				
Spot clean			X				
REST ROOMS							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets							X
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean							
WINDOWS							
Clean entry areas (include outside windows around entry way)							
Clean other--interior/exterior							X
Dust blinds							X
FURNITURE/COUNTERS							
Wet Wipe/ Dust/vacuum							X
Straighten reception area							
WASTE BASKETS							
Empty		X					
Change liners		X					
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty							
Change Liners							
OUTSIDE Porch areas, steps, sidewalks)							
Pick up paper and trash							
Sweep/Pressure wash as needed							
Empty Ash Trays							
Outside cobwebs around lights & windows							
Clean Vacuum Cleaner Bags							

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

DEPARTMENT OF COMMUNITY SERVICES (TS3)	Frequency						
	Regular Monthly				Periodic		
	Days (Mon/Wed/Fri)	3 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually Annually
292 W. Beamer St, Woodland (15,854 sf) (Includes Modular Bldg and Cannabis Modular, Parks Shop not included) Hours of Operation: Mon-Fri 8-5, occasional evenings Scheduled Cleaning Hours: 3pm-6pm							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile-Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs				X			
Dust pictures, mirrors, etc.				X			
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS(QTY 2)/LOCKER ROOMS/BREAK ROOMS (QTY 1)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X			
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior						X	
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum							
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash							
Sweep							
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					

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YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

DEPT. OF COMMUNITY SERVICES, ANIMAL CONTROL - ANNEX (TS13)	Frequency						
	Regular Monthly				Periodic		
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually
140C Tony Diaz Drive, Woodland (7,755 sf) Cat Annex (1,100 sf) Hours of Operation: Mon-Fri 8-5 Cleaning Hours: 6pm-9pm	Scheduled						
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs				X			
Dust pictures, mirrors, etc.							
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS (QTY 4)/LOCKER ROOMS/BREAK ROOMS (QTY 1)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean							
WINDOWS							
Clean entry areas							
Clean other--interior/exterior							
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum							
Straighten reception area							
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash							
Sweep							
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

LANDFILL OPERATIONS -SCALEHOUSE (TS25) 44090 Road 28H, Woodland (440 sf) Hours of Operation: M-F 6:30am-4pm Scheduled Cleaning Hours: 6:30am-10am	Frequency					
	Regular Monthly			Periodic		
	Days	3 Days/Week	Weekly	Monthly	Quarterly	Semi annually
Functions						
FLOORS						
Carpets--Vacuum		X				
Vinyl/tile--Dust mop		X				
Vinyl/tile-Wet mop		X				
Wood--Dust mop						
Spot clean		X				
WALLS AND CEILINGS						
Remove cobwebs				X		
Dust pictures, mirrors, etc.				X		
Vacuum high air grills				X		
Spot clean				X		
REST ROOMS/LOCKER ROOMS/BREAK ROOMS						
Clean fixtures & Mirrors,wipe partitions & walls						
Check/refill dispensers						
Wash & disinfect toilets, toilet enclosures/urinal walls						
Clean & sanitize drinking fountains,sinks & countertops						
De-scale toilets, urinals and faucets						
Spot clean						
BASEBOARDS, DOORS/FRAMES						
Dust/wipe clean -LOBBY			X			
Dust/wipe clean - OTHER AREAS					X	
WINDOWS						
Clean entry areas - LOBBY, Interior and exterior			X			
Clean other--OTHER AREAS interior/exterior					X	
Dust blinds					X	
FURNITURE/COUNTERS						
wet wipe/Dust/vacuum					X	
Straighten reception area						
WASTE BASKETS						
Empty		X				
Change liners		X				
RECYCLE BASKETS						
Empty		X				
ORGANIC RECYCLE						
Empty						
Change Liners						
OUTSIDE (Under overhangs)						
Pick up paper and trash						
Sweep						
Empty Ash Trays						
Clean Vacuum Cleaner Bags		X				

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

LANDFILL OPERATIONS - ADMIN BLDG. (TS26)	Frequency						
	Regular			Monthly	Periodic		
	Days	3 Days/Week	Weekly	Monthly	Quarterly	Semi annually	Annually
44090 Road 28H, Woodland (4,998 sf) Hours of Operation: M-F 6:30am-4pm Scheduled Cleaning Hours: 6:30am-10am							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs				X			
Dust pictures, mirrors, etc.				X			
Vacuum high air grills				X			
Spot clean				X			
REST ROOMS (QTY 4)/LOCKER ROOMS/BREAK ROOMS (QTY 1)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets					X		
Spot clean		X					
Clean & disinfect showers			X				
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean - LOBBY			X				
Dust/wipe clean - OTHER AREAS						X	
WINDOWS							
Clean entry areas - LOBBY Interior/Exterior				X			
Clean other--interior/exterior							
Dust blinds						X	
FURNITURE/COUNTERS							
wet wipe/Dust/vacuum						X	
Straighten reception area							
WASTE BASKETS							
Empty		X					
Change liners		X					
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash							
Sweep							
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					



YOLO COUNTY GENERAL SERVICES

Task Sheet for Janitorial Services

CHILD SUPPORT SERVICES (TS7)	Frequency						
	Regular Monthly				Periodic		
	Days (M-F)	5 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually
100 West Court Street, First Floor Woodland (10396 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: 5:00pm-10:30pm							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile-Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs				X			
Dust pictures, mirrors, etc.				X			
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS(QTY 6)/LOCKER ROOMS/BREAK ROOMS(QTY 2)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets							
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X		X	X
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior						X	
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum				X			
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Under overhangs)							
Pick up paper and trash		X					
Sweep		X					
Elevator		X					
Empty Ash Trays		X					



YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

INNOVATIVE TECHNOLOGY SERVICES (TS7-2)	Frequency							
	Regular Monthly				Periodic			
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
100 West Court Street, 2nd Floor, Woodland (9,998 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: 3pm-8pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop								
Vinyl/tile--Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs		X						
Wood--Dust mop								
Dust pictures, mirrors, etc.		X						
Vacuum high air grills						X		
Spot clean		X						
REST ROOMS - Use unscented cleaner/disinfectant on floors (including drains) (QTY 10)/LOCKER ROOMS/BREAK ROOMS (QTY 3)								
Clean fixtures & Mirrors,wipe partitions & walls		X						
Check/refill dispensers		X						
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets						X		
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior								X
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum				X				
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty								
ORGANIC RECYCLE								
Empty		X						
Change Liners		X						
OUTSIDE (Porch areas, steps, sidewalks)								
Pick up paper and trash PARKING LOT		X						
Sweep/Wash Sidewalks								
Empty Ash Trays		X						
Clean Vacuum Cleaner Bags		X						

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

OFFICE OF EMERGENCY SERVICES, SUITE E (TS17)	Frequency							
	Regular Monthly				Periodic			
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
120 West Main Street, Woodland (3470 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: 3pm-8pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop								
Vinyl/tile-Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs		X						
Wood--Dust mop								
Dust pictures, mirrors, etc.		X						
Vacuum high air grills						X		
Spot clean		X						
REST ROOMS - Use unscented cleaner/disinfectant on floors (including drains) (QTY 10)/LOCKER ROOMS/BREAK ROOMS (QTY 3)								
Clean fixtures & Mirrors,wipe partitions & walls		X						
Check/refill dispensers		X						
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets						X		
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior								X
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum				X				
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty								
ORGANIC RECYCLE								
Empty		X						
Change Liners		X						
OUTSIDE (Porch areas, steps, sidewalks)								
Pick up paper and trash PARKING LOT		X						
Sweep/Wash Sidewalks								
Empty Ash Trays		X						
Clean Vacuum Cleaner Bags		X						

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

GRAND JURY (TS 18)	Frequency						
	Regular Monthly				Periodic		
	Days(Mon-Fri)	1 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually Annually
120 W Main St Ste A & B, Woodland, CA (1835 sf) Hours of Operation: Mon - Fri 8-5 Scheduled Cleaning Hours: Mornings							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop							
Vinyl/tile-Wet mop		x					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs		X					
Dust pictures, mirrors, etc.		X					
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS (QTY 1)/LOCKER ROOMS/BREAK ROOMS							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean		X					
WINDOWS							
Clean entry areas							
Clean other--interior/exterior		X					X
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum		X					
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners		X					
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty							
Change Liners							
OUTSIDE (Under overhangs)							
Pick up paper and trash							
Sweep							
Empty Ash Trays							
Clean Vacuum Cleaner Bags							

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

INNOVATION TECHNOLOGY SERVICES - SUITE H (TS16) 120 West Main Street, Woodland (1835 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: 3pm-8pm	Frequency						
	Regular Monthly				Periodic		
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop							
Vinyl/tile--Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs		X					
Wood--Dust mop							
Dust pictures, mirrors, etc.		X					
Vacuum high air grills						X	
Spot clean		X					
REST ROOMS - Use unscented cleaner/disinfectant on floors (including drains) (QTY 10)/LOCKER ROOMS/BREAK ROOMS (QTY 3)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets						X	
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean				X			
WINDOWS							
Clean entry areas		X					
Clean other--interior/exterior							X
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum				X			
Straighten reception area		X					
WASTE BASKETS							
Empty		X					
Change liners					X		
RECYCLE BASKETS							
Empty							
ORGANIC RECYCLE							
Empty		X					
Change Liners		X					
OUTSIDE (Porch areas, steps, sidewalks)							
Pick up paper and trash PARKING LOT		X					
Sweep/Wash Sidewalks							
Empty Ash Trays		X					
Clean Vacuum Cleaner Bags		X					
Note: Spaces currently occupied & cleaned Ste A(See Vet Svs Separate Task Sheet);Ste B 787;Ste C-4144) ; Ste D-8800; Ste E 3,900; Ste F-4631;Ste G-5200(only cleaning 1216 GJury), Ste H-650							

#10

YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

GENERAL SERVICES DEPARTMENT - ADMINISTRATION (TS15)	Frequency							
	Regular Monthly				Periodic			
	Days (Tues/Fri)	2 Days/Week	Weekly	Monthly	As Needed	Quarterly	Semi annually	Annually
120 West Main Street, Are. C, Woodland (3249 sf) Hours of Operation: Mon-Fri 8-5 Scheduled Cleaning Hours: 3pm-8pm								
Functions								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop								
Vinyl/tile--Wet mop		X						
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILINGS								
Remove cobwebs		X						
Wood--Dust mop								
Dust pictures, mirrors, etc.		X						
Vacuum high air grills						X		
Spot clean		X						
REST ROOMS - Use unscented cleaner/disinfectant on floors (including drains) (QTY 10)/LOCKER ROOMS/BREAK ROOMS (QTY 3)								
Clean fixtures & Mirrors,wipe partitions & walls		X						
Check/refill dispensers		X						
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets						X		
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean				X				
WINDOWS								
Clean entry areas		X						
Clean other--interior/exterior								X
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum				X				
Straighten reception area		X						
WASTE BASKETS								
Empty		X						
Change liners					X			
RECYCLE BASKETS								
Empty								
ORGANIC RECYCLE								
Empty		X						
Change Liners		X						
OUTSIDE (Porch areas, steps, sidewalks)								
Pick up paper and trash PARKING LOT		X						
Sweep/Wash Sidewalks								
Empty Ash Trays		X						
Clean Vacuum Cleaner Bags		X						

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YOLO COUNTY GENERAL SERVICES Task Sheet for Janitorial Services

GSD - PARKS OPERATIONS (TS35)	Frequency						
	Regular Monthly			Periodic			
	Day	1 Days/Week	Every other week	As Needed	Quarterly	Semi annually	Annually
260 W. Beamer Street, Woodland(1,500 sf) (359 sq feet to be cleaned only) (Building is located in back of 292 West Beamer)) Hours of Operation: 6.30-5.00 M-F Scheduled Cleaning Hours: 9am							
Functions							
FLOORS							
Carpets--Vacuum		X					
Vinyl/tile--Dust mop		X					
Vinyl/tile-Wet mop		X					
Wood--Dust mop							
Spot clean		X					
WALLS AND CEILINGS							
Remove cobwebs			X				
Dust pictures, mirrors, etc.							
Vacuum high air grills					X		
Spot clean		X					
REST ROOMS (QTY 1)/LOCKER ROOMS/BREAK ROOMS(QTY 1)							
Clean fixtures & Mirrors,wipe partitions & walls		X					
Check/refill dispensers		X					
Wash & disinfect toilets, toilet enclosures/urinal walls		X					
Clean & sanitize drinking fountains,sinks & countertops		X					
De-scale toilets, urinals and faucets					X		
Spot clean		X					
BASEBOARDS, DOORS/FRAMES							
Dust/wipe clean							
WINDOWS							
Clean entry areas							
Clean other--interior/exterior						X	
Dust blinds							
FURNITURE/COUNTERS							
Dust/vacuum							
Straighten reception area							
WASTE BASKETS							
Empty		X					
Change liners		X					
RECYCLE BASKETS							
Empty		X					
ORGANIC RECYCLE							
Empty							
Change Liners							
OUTSIDE (Under overhangs)							
Pick up paper and trash							
Sweep							
Empty Ash Trays							
Clean Vacuum Cleaner Bags		X					
Note: Services are for Office, breakroom & bathroom only							

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YOLO COUNTY GENERAL SERVICES
Task Sheet for Janitorial Services

GSD-FACILITIES MAINTENANCE SHOP (TS10)	Frequency							
	Regular Monthly				Periodic			
	Day	1 Days/Week	Weekly	Every other week	As Needed	Quarterly	Semi annually	Annually
101 Imperial Street, Woodland (1,500 sf) Hours of Operation: 7-5 30 M-F Scheduled Cleaning Hours: 9:00am-10:00am								
FLOORS								
Carpets--Vacuum		X						
Vinyl/tile--Dust mop			X					
Vinyl/tile-Wet mop			X					
Wood--Dust mop								
Spot clean		X						
WALLS AND CEILING								
Remove cobwebs						X		
Dust pictures, mirrors, etc.								
Vacuum high air grills								
Spot clean		X						
REST ROOMS QTY 3/LOCKER ROOMS/BREAK ROOMS(QTY 1)								
Clean fixtures & Mirrors,wipe partitions & walls		X						
Check/refill dispensers		X						
Wash & disinfect toilets, toilet enclosures/urinal walls		X						
Clean & sanitize drinking fountains,sinks & countertops		X						
De-scale toilets, urinals and faucets						X		
Spot clean		X						
BASEBOARDS, DOORS/FRAMES								
Dust/wipe clean								
WINDOWS								
Clean entry areas								
Clean other--interior/exterior								X
Dust blinds								
FURNITURE/COUNTERS								
Dust/vacuum								
Straighten reception area								
WASTE BASKETS								
Empty				X				
Change liners					X			
RECYCLE BASKETS								
Empty				X				
ORGANIC RECYCLE								
Empty								
Change Liners								
OUTSIDE (Under overhangs)								
Pick up paper and trash								
Sweep								
Empty Ash Trays		X						

UBM Enterprise, Inc.

Exhibit B – Proposal Questionnaire Response

For **Janitorial Services (Countywide)**

Presented to

Yolo County

Due Date: May 23, 2025 2:00 P.M.



FROM:

Jae Song, Chief Regional Officer
UBM Enterprise, Inc.
11102 Ables Ln.
Dallas, TX 75229
972-243-5273 (Tel)
972-243-0737 (Fax)
469-853-6813(Mobile)
jae.song@ubmhq.com



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A. Company Overview

1. Company Profile

- **Establishment:** Founded in 1992 in Texas with a rich history spanning over 30 years in the janitorial/custodial sector.
- **Coverage:** We proudly clean in excess of 45 million square feet across the states of Texas, Oklahoma, Arizona, Iowa, Florida, Ohio, and California.
- **Recognition:** Stand as the largest MBE Certified Janitorial Service Provider in Texas.
- **Team Strength:** A robust workforce of over 2,000 dedicated employees.
- **Financial Health:** We're financially solid and stable. (Detailed financial statements can be shared upon request.)
- **Credibility:** An esteemed member of the Better Business Bureau with an outstanding A+ rating. We are also a proud member of The Worldwide Cleaning Industry Association, with the ISSA membership ID 354708, affirming our commitment to excellence and adherence to the highest standards in the cleaning industry.
- **Industry Experience:** We've amassed expertise in providing janitorial/custodial services to diverse sectors, including:
 - Airports
 - Concert/Entertainment Venues
 - Corporate Campuses
 - Educational Facilities
 - Multi-Tenant Buildings
 - Medical Facilities
 - City & County Facilities
 - Retail Malls
 - Hotels & Restaurants
 - LEED Certified Buildings



2. Experience in Similar Projects

Currently Providing Services

State	Client	Scope of Services	Tenure
California	City of San Diego	35 Libraries, 465,970 sq. ft.	2 nd Year
	Monterey County	20 Facilities, 300,000 sq. ft.	1 st Year
Arizona	Arizona DEMA	14 Facilities, 250,000 sq. ft.	6 th Year
	City of Chandler	24 Park Restroom Facilities	6 th Year
Texas	Dallas County	55 Facilities, 2.2 million sq. ft.	7 th Year
	City of Grand Prairie	35 Facilities, 550,000 sq. ft.	7 th Year
	City of Waco	40 Facilities, 550,000 sq. ft.	7 th Year
	Town of Flower Mound	15 Facilities, 250,000 sq. ft.	10 th Year
	City of Desoto	10 Facilities, 200,000 sq. ft.	6 th Year
	Town of Prosper	10 Facilities, 120,000 sq. ft.	2 nd Year
Oklahoma	Oklahoma County	County Court, 350,000 sq. ft.	13 th Year
Florida	Polk County	18 Facilities, 1 million sq. ft.	6 th Year
	Lee County	9 Facilities, 600,000 sq. ft.	1 st Year
Iowa	State of Iowa	11 Facilities, 1 million sq. ft.	7 th Year

Completed Projects

State	Client	Scope of Services	Completion Date
California	San Diego County	40 Facilities, 650,000 sq. ft.	4/30/2025
Arizona	City of Phoenix	15 Facilities, 420,000 sq. ft.	12/31/2024
Texas	City of Arlington	35 Facilities, 650,000 sq. ft.	12/31/2023

3. Successful Track Records

A. State of Iowa

(Janitorial services to 16 state facilities, 1.8 million sq. ft.)

- **Six-Year Contract Completion:** Successfully completed the initial six-year contract, maintaining high standards of service and proactive coordination throughout.
- **Awarded Additional Six-Year Contract:** Due to our excellent performance and proactive approach, we were awarded another six-year contract, including additional facilities, further solidifying our reputation as a reliable



and efficient service provider.

B. City of Gran Prairie, TX

(Janitorial services to 47 city facilities, 700,000 sq. ft.)

- **Initial Five-Year Contract Completion:** Successfully completed the five-year contract, maintaining high service standards. However, the contract was awarded to another vendor in the subsequent bidding process.
- **Re-Award of Contract:** The awarded vendor did not meet the City's expectations and lasted less than six months, leading to another bidding process. UBM Enterprise, Inc. was re-awarded the contract and is currently servicing another five- year term, reaffirming our commitment to exceptional custodial services.

C. Dallas County

(Janitorial services to 51 County facilities, 2.3 million sq. ft.)

- **Initial Contract:** Began servicing Dallas County with one group, covering 19 facilities and 100,000 sq. ft., six years ago.
- **Expansion:** Our excellent performance led to the expansion of our services to include all Dallas County facilities, now totaling 51 facilities and 2.3 million sq. ft.

4. Licenses

California Certificate of Status and DIR Registration are attached on the following pages.



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: UBM ENTERPRISE, INC.
Entity No.: 4066499
Registration Date: 09/22/2017
Entity Type: Stock Corporation - Out of State - Stock
Formed In: TEXAS
Status: Active

The above referenced entity is active on the Secretary of State's records and is qualified to transact intrastate business in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of January 03, 2025.



SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 280890833

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.



State of California
Department of Industrial Relations
Division of Labor Standards Enforcement
Licensing & Registration Unit
1515 Clay Street, Ste. 1902
Oakland, CA 94612



Registration Number:
JS-LR-1000968172

Janitorial Services Registration
REGISTRANT WITH EMPLOYEES

Effective Date 4/3/2025	Expiration Date 4/3/2026
-----------------------------------	------------------------------------

UBM Enterprise Inc
11102 Ables Ln
Dallas, TX 75229

Workers Compensation Insurance Expiration Date:
May 31, 2025

Having paid to the Labor Commissioner of the State of California the required Registration Fee is hereby granted a registration to conduct the business of Janitorial Services in the State of California at the location(s) listed above and effective for the period designated above in conformity with the provisions of Chapter 4, Part 4.2, Division 2 of the Labor Code and the rules and regulations issued thereunder by the Labor Commissioner.

THIS REGISTRATION IS NOT TRANSFERABLE AND IS VALID ONLY AT THE REGISTERED OPERATING LOCATION INDICATED ABOVE

POST IN A CONSPICUOUS PLACE

ALTERATIONS WILL VOID THIS REGISTRATION



5. Corporate Structure

UBM Enterprise, Inc. is a C Corporation and operates as an independent entity. The company is not a subsidiary of any parent organization, nor does it have any subsidiary companies. As such, there is no parent company with financial obligations related to this proposal. All financial commitments, contractual responsibilities, and service obligations outlined in this proposal will be solely fulfilled by UBM Enterprise, Inc.



B. Responsiveness / Responsibility

1. Contract Performance

Has your company or any officer defaulted on a contract? (If yes, provide explanation.)

No.

2. Suspension/Decertification

Has your company ever been suspended or barred from providing services? (If yes, provide explanation.) **No.**

3. Legal/Arbitration History

Any claims or lawsuits filed against your company in the last 5 years? **No**

4. Problem Resolution

Describe how your company resolves service issues with clients.

Our Problem Resolution Process

At UBM Enterprise, Inc., our approach to resolving service issues is guided by our core management philosophy, which emphasizes quality, accountability, and long-term client satisfaction. We view every issue as an opportunity to strengthen our partnership through transparent communication, prompt action, and continuous improvement.

Our customer service model is built on proactive communication, responsiveness to commitments, and swift resolution of concerns. When a service issue arises, we immediately acknowledge the concern, investigate the root cause, and implement corrective action—often within 24 hours. We then follow up with the client to confirm that the issue has been fully resolved and to prevent recurrence.

To ensure accountability and reliability, UBM employs a structured quality control system, including:

- **Routine inspections** (both scheduled and unscheduled)
- **Monthly quality audits**
- **Performance Improvement Plans (PIPs)** for recurring deficiencies
- **Root-cause analysis and preventative action planning**



Our **supervisors and managers** are empowered to take decisive action in real-time, and all service issues are tracked in our internal quality assurance system for documentation and review. This structured and transparent approach allows us to maintain high service standards while remaining flexible to client needs.

By fostering a culture of ownership, integrity, and client-centered service, UBM ensures that service issues are resolved quickly and satisfactorily—preserving trust and reinforcing our commitment to excellence.



C. Capabilities and Skills

a) Plan to Meet the Yolo County Requirements

UBM Enterprise, Inc. fully meets and exceeds the minimum requirements outlined in the Scope of Work for janitorial services for Yolo County. Our comprehensive compliance and operational readiness are summarized below:

1. Minimum Qualifications

- **Licensing & Insurance:** UBM holds all required licenses, permits, and insurance as mandated by the State of California and Yolo County for janitorial operations. Documentation can be provided upon request.
- **Experience:** We have over 30 years of experience providing janitorial services to government and commercial clients, with active contracts across California, including county facilities exceeding 500,000 sq. ft. in scope.
- **Operational Readiness:** We are prepared to meet the July 1, 2025 start date with an experienced team, detailed transition plan, and scalable resources.
- **Staffing & Supervision:** Our team includes qualified staff and supervisory personnel exclusively dedicated to assuring service quality and compliance with contract standards.

2. Minimum Work Requirements

- **Background Screening:** All employees undergo comprehensive background checks, fingerprinting, and drug testing through a third-party agency prior to assignment.
- **Training:** Our staff receives safety, equipment, and chemical handling training, with records maintained and made available upon request.
- **Equipment Competency:** We ensure all personnel are trained and certified to operate required custodial equipment safely and efficiently.



- **Identification & Security:** All employees wear UBM photo ID badges and uniforms, and follow strict facility access and security protocols.
- **Safety Compliance:** UBM complies with CAL-OSHA, FED-OSHA, EPA, and Department of Industrial Relations requirements, including the Property Service Workers Protection Act.

3. Legal & Contractual Compliance

UBM adheres strictly to all applicable federal, state, and local regulations, maintaining full compliance with laws governing janitorial services and employee protections, including Labor Code Section 1060.

4. Operational Capabilities

- **Emergency Services:** We maintain 24/7 response availability, with direct phone access to supervisors and emergency personnel. Our team is trained to respond within 2 hours during business hours and 4 hours after-hours.
- **Staffing Plan:** We maintain an active roster of trained janitors and backup personnel to ensure uninterrupted service, including coverage during staff absences or turnover.

5. Quality Assurance

We implement a documented weekly QA program, monthly facility inspections, and regular communication with County representatives. Reports include performance metrics, client feedback, and follow-up action items.

b) Exceeding Scope of Work Requirements

UBM Enterprise, Inc. is committed not only to meeting but consistently exceeding the standards outlined in Yolo County's Scope of Work. We go beyond the minimum by implementing advanced practices, tools, and quality systems designed to enhance service reliability, efficiency, and responsiveness.



1. Comprehensive Staffing & Cross-Training

We maintain a pool of cross-trained staff and backup personnel who can be deployed immediately to ensure continuity of service at all facilities. In addition to assigning regular janitorial staff, we provide fully vetted and trained floaters to handle emergency absences or increased workload without disrupting scheduled services.

2. Advanced Quality Control Program

UBM implements a multi-tiered quality assurance program that includes:

- **Bi-weekly random inspections** by area supervisors in addition to required monthly inspections.
- **Quarterly performance reviews** with County representatives to evaluate service trends, feedback, and identify areas for continuous improvement.

3. Green Cleaning Program

UBM follows a robust green cleaning program that exceeds the environmental expectations outlined in the Scope:

- Use of **Green Seal-certified** or equivalent sustainable products whenever economically feasible.
- Use of **HEPA-filtered vacuums**, microfiber cleaning tools, and dilution control systems to improve indoor air quality and reduce chemical exposure.
- Ongoing staff education on sustainable practices and proper chemical disposal procedures.

4. Technology-Driven Operations

To enhance operational efficiency and transparency, we utilize:

- **Timekeeping and geolocation tracking systems** to verify staff attendance and site coverage.
- **Automated supply tracking systems** for inventory control and proactive restocking at each facility.
- **Issue-tracking ticket system** for service requests and complaint resolutions with time-stamped responses.

5. Emergency Preparedness & 24/7 Response

In addition to required emergency response protocols, we maintain:

- **Dedicated standby teams** with pre-positioned equipment for rapid deployment.



- **Site-specific emergency response guides** tailored to each County facility.
- A **24-hour dispatch center** with on-call managers available within two rings or less.

6. Enhanced Training & Safety Compliance

Our training program includes:

- Monthly safety briefings and quarterly refresher courses on topics such as bloodborne pathogens, workplace violence prevention, and hazardous materials handling.
- **Annual certification updates** on chemical handling, equipment usage, and personal protective equipment.
- Role-specific performance coaching to maintain consistency and excellence.

7. Customer Service & Complaint Resolution

Beyond resolving complaints within 24 hours, we offer:

- **A formal escalation path** from frontline supervisors to executive leadership.
- **Root-cause analysis reporting** with preventive strategies for all escalated complaints.
- Quarterly satisfaction surveys to ensure proactive adjustments are made to meet County expectations.

8. Specialized Services for Sensitive Facilities

For high-traffic or sensitive environments (e.g., morgues, public service centers), our teams receive **specialized biohazard and sanitation training**. We adhere strictly to client-provided protocols for biomedical waste handling and infection control, and document compliance accordingly.



















9. Security & Accountability

In addition to ID badges and uniforms, we implement:

- **A key tracking and logbook system** to prevent loss or misuse.
- Immediate incident reporting protocol with digital timestamping and photographic documentation.
- Secure onboarding procedures with ID verification and multi-layered screening.

c) Equipment List

UBM will provide any other equipment, not listed below, if needed to fulfill scope of work requirements. All equipment will be **NEW**. UBM will perform periodic preventative maintenance to all equipment to prevent breakdown and ensure that they are operational and safe to use.

Manufacturer & Model			Green
	Tennant	T5 Battery Powered Walk-Behind Scrubber	
	Tennant	Floor Scrubber FM-20-DS	
	Tennant	Floor Burnisher BR-2000-DC	
	Tennant	EX-SC-1020 Carpet Extractor	
	Tennant	EX-SPOT-2 Carpet Spotter	
	Tennant	Wet-Dry Vacuum V-WD-15S	
	Kaivac	Kaivac 1750	
	Pro-team	Super Coach HEPA Backpack	
	Sanitaire	SC9150A Upright Vacuum Cleaner	

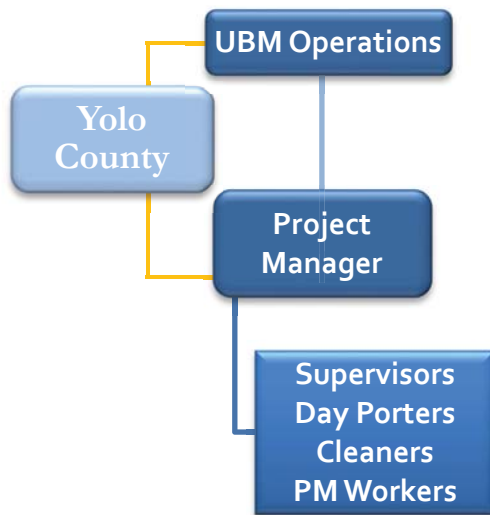
Other equipment: 44 Gl. Trash Can with Dolly, 1 Cubic Yard Tilt Truck, ½ Cubic Yard Tilt Truck, Wet and Closed Signs, Mop Handel with 24 oz. Mop heads, Dust Mop Handle, Dust Mop (5x24, 5x36, 5x48), 18" Window Squeegee, Ladder, Johnny Mop, Hand Brush, Scraper, 32 oz. Spray Bottle & Trigger Set, Extension Cords, Micro Fiber Rags (Blue, Green, Red)

d) Chemical Supplies List

General Purpose Cleaners		
	STRIDE™ CITRUS NEUTRAL CLEANER	 
	ALPHA-HP™ MULTI-SURFACE CLEANER	 
Washroom Care		
	CREW™ BATHROOM CLEANER & SCALE REMOVER	 
	ALPHA-HP® Bathroom Disinfectant	Environmentally Preferred Product
Specialty		
	GLANCET™ NON-AMMONIATED GLASS CLEANER	 
	CREW™ EMEREL™ PLUS CREME CLEANSER	
Odor Control		
	Good Sense® Odor Eliminator	
Carpet Care		
	HEAVY DUTY PRESPRAY PLUS	
Floor Care		
	FREEDOM SC Stripper	
	AQUARIA Floor Finish	

☞ Safety Data Sheets (SDS) will be placed in all janitorial closets where chemical supplies stored.

e) Site Organizational Chart



Off-site Management Support

Corporate & Branch Support:

- Provides Transition Team
- Supports initial equipment and supplies
- Accomplishes strategic and long-term objectives of the project
- Supports daily operations with resources such as labor, equipment, and supplies
- Support Periodic Services
- Conducts quarterly inspections

On-site Management Staff

Project Manager (TBH)

- Interacts with the Yolo County facility management team daily
- Manages employees, including evaluations, time management, and conflict resolution
- Monitors employee dispatch and attendance, and dispatches backup personnel if needed
- Creates daily and periodic work schedules
- Conducts periodic inspections, generates quality control reports, and resolves deficiencies
- Submits required reports to the Yolo County facility management team
- Conducts employee training
- Responds to work orders daily and communicates information to supervisors
- Collects employee hours and prepares general payroll reports



- Conducts monthly employee training (Safety, Chemical Handling, Cleaning Methods) with day porters
- Assists with daily and periodic quality control
- Resolves any issues or requests from the Yolo County facility management team

Supervisors (TBH)

- Supervises cleaners and floor technicians
- Responds to work orders by directing cleaners and floor technicians to complete tasks, and notifies the Project Manager upon completion
- Conducts monthly employee training (Safety, Chemical Handling, Cleaning Methods) with supervisors, floor technicians, and night cleaners
- Manages equipment and supply inventory, and generates status reports
- Monitors employee daily attendance and reports to the Project Manager, requesting backup personnel if needed
- Completes weekly inspections
- Performs maintenance on equipment to ensure proper functioning and usability, and reports to the Project Manager if major repairs are needed
- Manages supplies, including delivery and periodic inventory
- Provides on-site job training as needed

f) Staffing Plan

UBM Enterprise, Inc. presents a dedicated team tailored to meet the unique requirements of Yolo County's solicitation. Our selection process carefully considers personnel experience, knowledge, skills, capabilities, and geographic proximity to ensure an efficient and effective approach that not only meets but exceeds Yolo County 's expectations.

Our project team will consist of the following key members:

- One (1) Project Manager
- Two (2) Supervisors
- Three (3) Day Porters
- Twenty-Four (24) Night Cleaners
- PM Workers

Day Porter Work Hours

Task Sheet No.	Facility Name	Days Per Week	Daily Hours	Weekly Hours
TS1	Administration Building	5	2	10
TS5	Historical Courthouse	5	2	10



TS19	Library - Turner Branch	5	1	5
TS28	Library - Davis Branch	5	1	5
TS31	500 A Jefferson St Wsac	5	2	10
TS32	Gonzales Building	5	2	10
TS36	500 B Jefferson - Mental Health - HHSA	5	2	10
TS37	500 B Jefferson - Communicare	5	2	10
TS38	500 B Jefferson - Public Health (Nursing, WIC & Indigent Health)	5	2	10
TS41	Bauer Building	5	2	10
TS44	Health and Human Services Agency - Winters	3	1.5	4.5
	Total		19.5	94.5

Daily Janitorial Work Hours

Task Sheet No.	Facility Name	Days Per Week	SF	Daily Cleaning hours	Weekly Hours
TS1	Administration Building	5	66,135	15	75
TS2	Agricultural Suite	3	9,564	2	6
TS3	Department of Community Services	3	15,854	4	12
TS4	MDIC	5	2,910	1	5
TS5	Historical Courthouse	5	26,862	6	30
TS6	District Attorney	3	20,500	5	15
TS7	Child Support Services	5	10,396	3	15
TS7-2	Innovation Technology Services	2	9,998	3	6
TS8	Esparto Library	5	5,500	2	10
TS9	Library Administration	2	13,015	3	6
TS10	General Services Department - Facilities Shop	1	1,500	0.75	0.75
TS11	Public Defender	2	6,634	2	4
TS12	Sheriff Administration Building	5	14,200	4	20
TS13	Department of Community Services, Animal Control - Annex	2	7,755	2.5	5
TS14	Sheriff Morgue Building	3	2,760	1	3
TS15	General Services Department - Administration	2	3,249	2	4
TS16	Innovation Technology Services - Suite H	2	1,835	1	2
TS17	Office of Emergency Services - Suite E	2	3,470	2	4
TS18	Grand Jury	5	1,835	1	5
TS19	Library - Turner Branch	7	18,244	4	28
TS20	600 A Street Davis - State Assembly Aguiar-Curry	2	797	0.5	1
TS21	600 A Street Davis - Board Member Allen	2	1,636	1	2



TS22	600 A Street Davis - Board Member Frerichs	2	1,376	1	2
TS23	600 A Street Davis Children's Alliance	2	350	0.5	1
TS24	600 A Street Davis - Health and Human Services Agency	2	7,390	4	8
TS25	Landfill Operations - Scalehouse	3	440	0.25	0.75
TS26	Landfill Operations - Admin Building	3	4,998	3	9
TS27	Landfill Operations - Old Ops Building	3	1,200	0.75	2.25
TS28	Library - Davis Branch	7	35,120	12	84
TS29	Library - Knights Landing Branch	1	3,000	2	2
TS30	Library - Yolo Branch	1	4,085	2	2
TS31	500 A Jefferson St Wsac	5	28,224	9	45
TS32	Gonzales Building	5	60,000	15	75
TS33	Law Library	2	2,344	1	2
TS34	Monroe Detention Facility	5	2,000	1	5
TS35	General Services Department - Parks Operations	1	359	1	1
TS36	500 B Jefferson - Mental Health - HHSA	5	5,407	3	15
TS37	500 B Jefferson - Communicare	5	22,593	9	45
TS38	500 B Jefferson - Public Health (Nursing, WIC & Indigent Health)	5	8,254	3	15
TS39	Juvenile Detention Facility	2	5,920	2	4
TS40	Department of Community Services - Animal Services (MODULAR)	3	2,889	1.5	4.5
	CoOp Services	3	5,987	2.5	7.5
TS41	Bauer Building	5	70,000	18	90
TS42	Department of Community Services - Roads Shop	2	2,652	1.5	3
TS43	Department of Community Services - Fleet Services	2	607	0.5	1
TS44	Health and Human Services Agency - Winters	3	4,400	3	9
TS45	District Attorney - EXTENSION	2	3,000	1.5	3
TS46	Department of Community Services - MODULAR	3	4,000	1.5	4.5
TS47	Probation Department Trailer	2	4,000	1.5	3
TS48	Juvenile Hall Gym	3	1,200	1	3
TS49	Department of Community Services - Landfill Ops - METHANE PLANT	3	100	0.5	1.5
Total			536,543	168.25	706.75

g) Staffing Plan for Additional Workload

UBM Enterprise, Inc. is fully prepared to scale operations to meet the additional workload associated with this contract without compromising service quality at our existing



accounts. Our staffing strategy is based on proactive planning, workforce readiness, and operational flexibility.

1. Workforce Capacity & Recruitment

UBM maintains a pipeline of pre-screened candidates in each service region, including janitorial staff, supervisors, and support personnel. Upon contract award, we will immediately begin onboarding new employees from our active applicant pool and local recruitment partners to ensure adequate staffing by the anticipated start date.

2. Dedicated Transition Team

We will deploy a dedicated transition and mobilization team—including a Project Manager, Site Supervisors, and HR staff—to oversee hiring, onboarding, and training specific to Yolo County requirements. This team will also coordinate with County representatives to ensure seamless service implementation.

3. Training & Quality Control

All new staff will undergo UBM's mandatory onboarding and safety training, which includes site-specific procedures, customer service protocols, and quality standards in alignment with the County's Scope of Work. Ongoing training will be provided to ensure consistency in service delivery.

4. Subcontractor Use

UBM will self-perform all core janitorial services for this contract and does not intend to use subcontractors for routine cleaning. However, if a specialized task arises outside the normal janitorial scope (e.g., pest control, high-rise window cleaning), we may utilize pre-approved subcontractors who meet all County requirements, including background checks, insurance, and HUB/WMBE certification where applicable.

h) Absenteeism Preparedness Plan

Supervisors are responsible for submitting daily attendance reports to the Project Manager. In the event of an absence, supervisors will evaluate the impact on the daily workload and decide if it is feasible for the remaining staff to cover the absent employee's duties. Should it be determined that the existing staff cannot complete the required tasks, the Project Manager will liaise with the Operations Manager to arrange for additional staff.

Handling Scheduled Absences



For absences known in advance, such as vacation time, the process involves preemptively assigning replacement staff to guarantee uninterrupted operations during these periods.

i) Local Presence and Service Delivery Plan

A local office will be established to support daily operations, including field inspections, staff coordination, and client communications. Contract performance will be overseen by our regional branch office.

This approach is consistent with our proven and successful expansion strategy in other regions. Prior to 2016, UBM operated solely in Texas and neighboring Oklahoma. Since then, we have expanded into several other states—including Arizona, California, Florida, Iowa, and Ohio—by establishing local offices immediately following contract awards. In each instance, we have not only met but exceeded our contractual obligations, leveraging our local presence to secure additional contracts and strengthen client relationships.

We are confident that we can replicate this successful model in Yolo County. Our local office will serve as the central hub for staffing, supervision, training, inventory control, and emergency response. With our established operational systems and scalable infrastructure, UBM is fully prepared to provide reliable, high-quality janitorial services to Yolo County facilities on a consistent, daily basis.

j) Services for Emergencies/Call Back Work

Emergency Assessment/Work- when there is an emergency situation due to various circumstances, the Project Manager will assess the emergency along with customer’s request and categorize by degree of emergency to:

- 1 (Immediate Response)
- 2 (Same day Response)
- 3 (Overnight Response)

For example, if a maintenance related emergency such as floor flooding by pipe breakage, it will be 1 (immediate Response). UBM Project Manager will dispatch emergency crew right away to stop the water from damaging the facility. UBM also guarantees our workmanship and will response to any customer complains in timely manner including during the holidays.

Emergency Assessment Chart

Degree of Emergency	Response Time
1 (Immediate Response)	15 minutes-2 hours



2 (Same day Response)	12 hours
3 (Overnight Response)	24 hours

In the event of an emergency UBM has a 24/7 emergency contact line and contingency plan that will help assist our client in timely and efficient manner. UBM's 24/7 emergency contact line is 1-855-243-5273

1. TECHNICAL SPECIFICATIONS/PERFORMANCE STANDARDS FOR WORK

Services performed under the contract shall be subject to inspection and approval by the Building Manager. This section outlines the minimum acceptable standards.

a. FLOOR MAINTENANCE

- i. General: For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.

Baseboards, walls, stair risers, furniture and equipment shall in no way be splashed disfigured or damaged during these operations.

Proper precautions shall be taken to advise building occupants of wet and/or slippery floor conditions; this applies during inclement weather as well as during cleaning operations. All tools and equipment shall be maintained in clean conditions at all times and neatly stored each night in the assigned storage areas. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions.

- ii. Sweeping and Damp Mopping: After sweeping and damp mopping operations, all floors shall be clean and free of dirt streaks; no dirt shall be left in corners, under furniture, behind doors, on stair landings and treads. Likewise, sidewalks, entrances, garages and other assigned areas shall be swept of all dirt and trash. No dirt shall be left where sweepings were picked up. There shall be no dirt or trash under desks, tables or chairs.
- iii. Wet mopping and scrubbing: The floors shall be properly prepared; thoroughly swept to remove visible dirt and debris; removal of gum, tar and similar substances from the floor surface is required. On completion of the mopping and scrubbing, the floors shall be clean and free of dirt; water streaks, mop marks, string, etc.; properly rinsed and dry-mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners and cracks clean after the wet mopping or scrubbing. When scrubbing is designated, it shall be performed by machine or by hand with a brush.
- iv. Sweeping: Sweep floors thoroughly. Remove all gum and adhesive materials.
- v. Vacuuming: Vacuum floors thoroughly.
- vi. Miscellaneous:
 - Rugs: After each thorough vacuuming, all rugs shall be clean, free from dust balls, dirt and other debris; nap on rugs shall lie in one direction.
 - Elevator Floors: Where floors have resilient-type covering, all necessary cleaning operations shall be performed to provide a clean and polished appearance after each cleaning.
 - Toilets: Special attention shall be given to floors around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout. Buildings with waterless urinal cartridges must be changed at a minimum of 2 months or as needed. If cartridges are not changed within the minimum of 2 months or as specified in instruction sheet, contractor will replace for free.

b. DUSTING

Dusting shall be removed directly from the areas in which it lies by the most effective means – appropriately treated dusting cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall

from high areas onto furniture and equipment below. The following conditions shall exist after completion of each dusting task:

- i. There shall be no dust streaks. Corners, crevices, molding and ledges shall be free of all dust.
- ii. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.
- iii. When inspected, there shall be few traces of dust on any surface.
- iv. When inspected, there shall be few traces of dust on any surface.

c. DAMP-WIPING

This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks and smudges from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose (disinfectant-deodorizer) cleaner shall be used.

d. BRIGHT METAL POLISHING

Bright metal polishing may be performed by damp wiping and drying with a suitable cloth if a polished appearance can be attained. However, if a polished appearance cannot be produced, the Building Manager shall be contacted for direction as to the use of an appropriate metal polish.

e. POLICING

- i. This job includes performance of the following tasks at the stated frequencies: picking up and removing from the areas inside the building, all paper, trash, empty bottles and other discarded materials, maintaining wall-hang and floor type-ask receptacles in a neat and presentable condition. This shall include all outside trash and cigar/cigarette ash receptacles. Areas inside the building shall be kept clear of spots of tar and other foreign substances. Tidying up drinking spillage, accidents or inclement weather water on floor surfaces will be included. All entranceways shall be kept free of dirt, dust, trash, cigarettes, etc., and cleaned at the frequencies specified.

f. WINDOW WASHING AND GLASS CLEANING

After each washing operation, all glass shall be clean and free of dirt, grime, streaks excessive moisture and shall not be cloudy. Sash glass moved during the operation shall be returned to its original position. Window sashes, sills, woodwork about interior glass and other surroundings shall be thoroughly wiped free of other drippings and other watermarks.

In instances where building occupants would be seriously inconvenienced, the window washing activities shall be scheduled at the discretion of the Building Manager.

NOTE: Cleaning must be done in conformance with safety and other local laws and regulations.

g. PORCELAIN WARE CLEANING

Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture.

Walls and floors adjacent to fixtures shall be free of spots, drippings and watermarks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc. and nozzles free from encrustation.

Waterless urinals shall be cleaned accordingly to manufacture's recommendations.

h. SPOT CLEANING

Following this cleaning operation, smudges, marks or spots shall have been removed from the designated areas without causing unsightly discoloration.

i. TRASH/RECYCLE

Contractor shall be responsible for removing trash and recycle waste from all bins from within the buildings. Contractor shall dump into county provided trash and recycle bins located outside each of the buildings or as instructed. Trash and recycle must remain separated and disposed according to the appropriate bins.

j. ORGANIC/RECYCLE

Governor Brown signed AB 1826 Chesbro (Chapter 727, Statutes of 2014), requiring businesses to recycle their organic waste. See [here](#) for more information.

Contractor shall be responsible for removing organic trash from all bins within the buildings and dumping it into the composting bins outside each of the buildings or as instructed. Organic waste must remain separate from the other trash and recycle and disposed according to the appropriate bins. Items that will be placed in organic waste containers are shown on the Attachment 5 (Organic Food Waste Poster).

RFP for Janitorial Services (Countywide)

Exhibit D - Cost Proposal - Part 1

Pricing for Scheduled Services for the Initial Three-Year Term of the Contract

Task Sheet No.	Facility Name	Address	Approximate Square Feet	Day Porter Required	Supply Management Locations "Yes" means the Contractor will have to deliver janitorial supplies from the Warehouse to the storage closets at these locations.	Regular Service		S
						Monthly	Annual	
TS1	Administration Building	625 Court Street, Woodland	66,135.00	2 hours per day M-F	Yes	\$ 9,452.56	\$ 113,430.72	
TS2	Agricultural Suite	120 West Main Street, Suite D, Woodland	9,564.00		Yes	\$ 766.82	\$ 9,201.84	
TS3	Department of Community Services	292 W. Beamer St, Woodland	15,854.00		Yes	\$ 1,467.04	\$ 17,604.48	
TS4	MDIC	204 4th Street, Suite B, Woodland	2,910.00		Yes	\$ 536.09	\$ 6,433.08	
TS5	Historical Courthouse	725 Court Street, Woodland	26,862.00	2 hours per day M-F	Yes	\$ 4,361.61	\$ 52,339.32	
TS6	District Attorney	301 Second Street, Woodland	20,500.00		Yes	\$ 1,847.68	\$ 22,172.16	
TS7	Child Support Services	100 West Court Street, First Floor, Woodland	10,396.00		No	\$ 1,642.17	\$ 19,706.04	
TS7-2	Innovation Technology Services	100 West Court Street, Second Floor, Woodland	9,998.00		No	\$ 775.64	\$ 9,307.68	
TS8	Esparto Library	17065 Yolo Avenue, Esparto	5,500.00		Yes	\$ 1,065.68	\$ 12,788.16	
TS9	Library Administration	226 Buckeye Street, Woodland	13,015.00		Yes	\$ 837.01	\$ 10,044.12	
TS10	General Services Department - Facilities Shop	101 Imperial Street, Woodland	1,500.00		Yes	\$ 102.05	\$ 1,224.60	
TS11	Public Defender	814 North Street, Woodland	6,634.00		Yes	\$ 516.46	\$ 6,197.52	
TS12	Sheriff Administration Building	140 Tony Diaz Drive, Woodland	14,200.00		Yes	\$ 2,196.45	\$ 26,357.40	
TS13	Department of Community Services, Animal Control - Annex	140C Tony Diaz Drive, Woodland	7,755.00		Yes	\$ 634.64	\$ 7,615.68	
TS14	Sheriff Morgue Building	140 Tony Diaz Drive, Woodland	2,760.00		Yes	\$ 342.28	\$ 4,107.36	
TS15	General Services Department - Administration	120 West Main Street, Suite C, Woodland	3,249.00		Yes	\$ 447.61	\$ 5,371.32	
TS16	Innovation Technology Services - Suite H	120 West Main Street, Suite H, Woodland	1,835.00		Yes	\$ 228.09	\$ 2,737.08	
TS17	Office of Emergency Services - Suite E	120 West Main Street, Suite E, Woodland	3,470.00		Yes	\$ 452.10	\$ 5,425.20	
TS18	Grand Jury	120 West Main Street, Suite A & B, Woodland	1,835.00		Yes	\$ 514.23	\$ 6,170.76	
TS19	Library - Turner Branch	1212 Merkle Avenue, West Sacramento	18,244.00	1 hour per day M-F (12pm to 1pm)	Yes	\$ 3,518.65	\$ 42,223.80	
TS20	600 A Street Davis - State Assembly Aguiar-Curry	600 A Street, Davis	796.84		Yes	\$ 111.59	\$ 1,339.08	
TS21	600 A Street Davis - Board Member Allen	600 A Street, Davis	1,635.68		Yes	\$ 224.03	\$ 2,688.36	
TS22	600 A Street Davis - Board Member Frerichs	600 A Street, Davis	1,375.67		Yes	\$ 218.74	\$ 2,624.88	
TS23	600 A Street Davis Children's Alliance	600 A Street, Davis	349.78		Yes	\$ 102.50	\$ 1,230.00	
TS24	600 A Street Davis - Health and Human Services Agency	600 A Street, Davis	7,389.63		Yes	\$ 913.35	\$ 10,960.20	
TS25	Landfill Operations - Scalehouse	44090 Road 28H, Woodland	440.00		No	\$ 80.49	\$ 965.88	
TS26	Landfill Operations - Admin Building	44090 Road 28H, Woodland	4,998.00		No	\$ 960.09	\$ 11,521.08	
TS27	Landfill Operations - Old Ops Building	44090 Road 28H, Woodland	1,200.00		No	\$ 239.02	\$ 2,868.24	
TS28	Library - Davis Branch	315 E. 14th Street, Davis	35,120.00	1 hour per day M-F	Yes	\$ 9,203.25	\$ 110,439.00	
TS29	Library - Knights Landing Branch	42351 Third Street, Knights Landing	3,000.00		Yes	\$ 251.78	\$ 3,021.36	
TS30	Library - Yolo Branch	47750 Sacramento Street, Yolo	4,085.00		Yes	\$ 273.85	\$ 3,286.20	
TS31	500 A Jefferson St Wsac	500A Jefferson Blvd., Bldg A, West Sacramento	28,224.00	2 hours per day M-F	Yes	\$ 5,820.03	\$ 69,840.36	
TS32	Gonzales Building	25 N. Cottonwood Street, Woodland	60,000.00	2 hours per day M-F	Yes	\$ 9,327.78	\$ 111,933.36	
TS33	Law Library	204 4th Street, Suite A, Woodland	2,344.00		Yes	\$ 238.44	\$ 2,861.28	
TS34	Monroe Detention Facility	2420 E. Gibson Road, Woodland	2,000.00		No	\$ 517.58	\$ 6,210.96	
TS35	General Services Department - Parks Operations	260 W. Beamer Street, Woodland (1,500 sf, only 359 sf cleaned)	359.00		Yes	\$ 102.68	\$ 1,232.16	
TS36	500 B Jefferson - Mental Health - HHSA	500 Jefferson Blvd., Bldg B, West Sacramento	5,407.00	2 hours per day M-F	Yes	\$ 2,494.50	\$ 29,934.00	
TS37	500 B Jefferson - Communicare	500 Jefferson Blvd., Bldg B, West Sacramento	22,593.00	2 hours per day M-F	Yes	\$ 5,705.49	\$ 68,465.88	
TS38	500 B Jefferson - Public Health (Nursing, WIC & Indigent Health)	500 Jefferson Blvd., Bldg B, West Sacramento	8,254.00	2 hours per day M-F	Yes	\$ 2,552.41	\$ 30,628.92	
TS39	Juvenile Detention Facility	2880 East Gibson Road, Woodland	5,920.00		No	\$ 501.94	\$ 6,023.28	
TS40	Department of Community Services - Animal Services (MODULAR)	2780 Gibson Road, Woodland	2,889.00		Yes	\$ 487.98	\$ 5,855.76	
	CoOp Services	2780 Gibson Road, Woodland	5,987.00		Yes	\$ 837.13	\$ 10,045.56	
TS41	Bauer Building	137 N. Cottonwood Street, Woodland	70,000.00	2 hours per day M-F	Yes	\$ 10,961.89	\$ 131,542.68	
TS42	Department of Community Services - Roads Shop	294 West Beamer Street, Woodland	2,652.00		Yes	\$ 340.08	\$ 4,080.96	
TS43	Department of Community Services - Fleet Services	294 West Beamer Street, Woodland (4,814 sf, only 607 cleaned)	607.00		Yes	\$ 107.73	\$ 1,292.76	
TS44	Health and Human Services Agency - Winters	111 E. Grant, Winters	4,400.00	Tues - Thurs (5pm to 6:30pm)	Yes	\$ 1,663.28	\$ 19,959.36	
TS45	District Attorney - EXTENSION	414 Fourth Street #D, Woodland	3,000.00		Yes	\$ 347.16	\$ 4,165.92	
TS46	Department of Community Services - MODULAR	292 W. Beamer St, Woodland	4,000.00		Yes	\$ 510.57	\$ 6,126.84	
TS47	Probation Department Trailer	292 W. Beamer St, Woodland	4,000.00		Yes	\$ 367.50	\$ 4,410.00	
TS48	Juvenile Hall Gym	2880 East Gibson Road, Woodland	1,200.00		Yes	\$ 310.55	\$ 3,726.60	
TS49	Department of Community Services - Landfill Ops - METHANE PLANT	44090 County Road 28H, Woodland	100.00		No	\$ 145.11	\$ 1,741.32	
	Total		536,542.60			\$ 87,623.38	\$ 1,051,480.56	

RFP for Janitorial Services (Countywide)				
Exhibit D - Cost Proposal - Part 2				
Pricing for Unscheduled Services or Services during Emergency/Disaster Situations for the Initial Three-Year Term of the Contract				
Item #	Description	General Application		Maximum Hourly Rate
1	For Janitorial Services which are Unscheduled or during Emergency/Disaster Situations	Regular Time Rate	for up to eight hours labor in one day, or up to forty hours in any single workweek	\$
2		Overtime Rate	more than eight hours of labor in one day, or more than six days in any single workweek	\$
3		Double Time Rate	all hours worked in excess of twelve hours in any workday and for all hours worked in excess of eight on the seventh consecutive day in any single workweek	\$